

Ordering the LotusScript Documentation Set

These books are available in the CD-ROM version of your SmartSuite package as Online Books, available for viewing on Lotus' World Wide Web site (<http://www.lotus.com/home.nsf/welcome/suitedev>), and available in printed form in the SmartSuite Application Developer's Documentation Set. These books are available only in English.

- *LotusScript Language Reference* provides a comprehensive summary of conventions and basic commands for the LotusScript language. *LotusScript Language Reference* provides the foundation for programming any product that supports the LotusScript programming language.
- *The LotusScript Programmer's Guide* describes the basic building blocks for LotusScript applications and provides many working examples.

You can receive one *complimentary* copy of the SmartSuite LotusScript Documentation Set. To take advantage of this offer, fill out the form below and mail it to the appropriate office, postmarked no later than December 31, 1998. The only additional charge you are responsible for is the shipping and handling fee. US customers can pay by check (payable to Lotus Development Corporation and drawn on a US bank) or credit card; others must pay by credit card. Please allow 4 - 6 weeks for delivery.

For details on mailing addresses and shipping and handling charges, see the online [Fulfillment Information](#).

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- Identify the fulfillment center/centre for your country
- Copy the mailing address to the front of an envelope coupon
- Insert payment for shipping and handling charges and the order form into the envelope

Use the appropriate shipping and handling charge for your country

Note The following charges include VAT (Value Added Tax) where applicable.

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Belgium	Belgian Franc	900BF	Product Fulfillment Programme Lotus Development, Unit 12 Airways Industrial Estate Cloghran Dublin 17 Ireland
Canada	Canadian Dollar	C\$15	Lotus Development Corporation SmartSuite Documentation P.O. Box 670 Scarborough, Ontario M1K 5C5
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Switzerland	Swiss Franc	SFr 35	Product Fulfillment Programme Lotus Development, Unit 12 Airways Industrial Estate Cloghran Dublin 17 Ireland

United States	US Dollar	\$10	Lotus Development Corporation SmartSuite Documentation P.O. Box 25367 Rochester NY 14625-0367 USA
United Kingdom	Sterling	£15	Product Fulfillment Programme Lotus Development, Unit 12 Airways Industrial Estate Cloghran Dublin 17 Ireland

LotusScript Documentation on the World Wide Web

You can view updated versions of LotusScript documentation, or download updated sample applications or Help files from the SmartSuite Developers home page.

Enter the following URL in the location field in your browser and press ENTER:

`www.lotus.com/home.nsf/welcome/suitedev`

LotusScript User Assistance for SmartSuite

To help you learn how to develop LotusScript applications for SmartSuite, Lotus provides a complete library of user assistance.

The following books are available in hardcopy, Adobe Acrobat, or HTML formats in your SmartSuite package, in the *SmartSuite Application Developer's Documentation Set*, or on the [World Wide Web](#).

Getting the Most Out of LotusScript in SmartSuite Release 9

This publication explains how SmartSuite products use the LotusScript programming language and how your business can take advantage of LotusScript in developing applications for SmartSuite.

LotusScript Language Reference

This publication provides a comprehensive summary of conventions and basic commands for the LotusScript language. *LotusScript Language Reference* provides the foundation for programming any product that supports the LotusScript programming language.

LotusScript Programmer's Guide

This publication is a general introduction to LotusScript that describes basic building blocks in the language and explains how to use them to create powerful applications.

Class Reference Help and Frequently asked Questions

Each product provides comprehensive Help on product classes, frequently asked questions about programming, and code examples. All this is delivered in an innovative Help system designed to enhance your work as a programmer.

Class reference Help and frequently asked questions are available in Help format in your SmartSuite package and in HTML format on the [World Wide Web](#).

Example code and sample applications

Most products also provide working code to illustrate important programming techniques. You can reuse and modify this code as you develop your own applications.

Example code is available in the SmartSuite package and on the [World Wide Web](#).

Accessing Lotus on the Web

You can access Lotus and IBM home pages on the World Wide Web.

1. Click the Suite Help drawer to open it.
2. Click the Lotus Online folder.
3. Click one of the links.

Note You must have a Internet access to navigate to these home pages.

{button ,AL('H_SC_SUITE_INFO_DRAWER_OVER',0)} [See related topics](#)

Adding applications to SuiteStart

You can add application icons to SuiteStart.

1. Right-click a SuiteStart icon.



2. Choose Add File.
3. Select the application icon to add.
4. Click Open.

{button ,AL(`H_SC_REMOVING_APPLICATIONS_FROM_SMARTSTART_STEPS;H_SC_SMARTSTART_OVER;H_SC_REMOVING_SMARTSTART_STEPS',0)} [See related topics](#)

Adding drawers

You can add new drawers to SmartCenter.

1. Click the SmartCenter Menu button.



2. Choose New Drawer.
3. Click in the right side of the Drawer label box and press Backspace until you have deleted the existing label.
4. Type a label for the drawer in the Drawer label box.
5. Select a drawer handle.
6. Click OK.

Note You can have up to 50 drawers total in SmartCenter.

{button ,AL(`H_SC_MOVING_DRAWERS_STEPS;H_SC_DELETING_DRAWERS_STEPS;H_SC_DRAWERS_OVER;H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_CHANGING_THE_HANDLE_COLORS_OF_DRAWERS_STEPS;H_SC_DRAG_AND_DROP_OVER';0)} [See related topics](#)

Adding files to file folders

You can add files, [shortcuts](#), applications, and other folders to [file folders](#) in SmartCenter.

1. Click the drawer to open it.
2. Click the folder where you want to add the file.
3. [Drag](#) the file from the Windows desktop or from Windows Explorer and drop it into the opened folder.

Tip If you use the right mouse button to drag a file to a drawer, a menu appears with the available options.

4. Click the front of the drawer to close it.

Tip See [Overview: Dragging and Dropping in SmartCenter](#) for more information.

```
{button ,AL('H_SC_ADDING_NOTES_DATABASE_STEPS;H_SC_DELETING_FILES_STEPS;H_SC_FILE_FOLDE  
RS_OVER;H_SC_DRAG_AND_DROP_OVER',0)} See related topics
```

Adding new folders to drawers

1. Click the drawer to open it.
2. Click the drawer menu button.



3. Choose New Folder. The New Folder assistant appears.
4. Select the type of folder you want to create in Step 1 of the New Folder assistant and then click Next.

Note When you finish a step in the assistant, click Next to proceed to the next step.

5. When you complete the last step in the New Folder assistant, click Done.
6. Click the front of the drawer to close it.

Tip You can drag and drop a new folder with an object in it to a drawer.

{button ,AL('H_SC_FOLDERS_OVER;H_SC_DRAG_AND_DROP_OVER;H_SC_MOVING_FOLDERS_BETWEEN_DRAWERS_STEPS',0)} [See related topics](#)

Adding Notes databases to file folders

You can add Notes database shortcuts to the Notes Databases folder in the SmartSuite drawer or to other [file folders](#) you have created in SmartCenter.

1. Click the drawer to open it.
2. Click the file folder where you want to add the Notes database shortcut.
3. Click the folder icon.
4. Choose Add Notes Database.
5. Select the database that you want to add.

Note Enter your password if you have created one in Notes.

6. Click OK.
7. Click the front of the drawer to close it.

{button ,AL(`H_SC_DELETING_FILES_STEPS;H_SC_ADDING_FILES_TO_DRAWERS_STEPS;H_SC_FILE_FOLDERS_OVER',0)} [See related topics](#)

Adding and editing reminders

1. Click the Reminders drawer to open it.
2. Click either the Home or Business folder.
3. Click in the blank box in the folder and begin entering your reminder.
Note Press CTRL-Enter to start a new line, and press CTRL-Tab to insert a tab in your description.
4. Press Enter to complete the message.

Tip You can drag reminders from one reminder folder to another, or you can drag them to the desktop.

Editing reminders

To edit a reminder, simply double-click the reminder and enter your changes.

{button ,AL('H_SC_KEEPING_REMINDERS_ON_TOP_STEPS;H_SC_OVERVIEW_REMINDER_FOLDER_OVER;H_SC_ADDING_DRAWERS_STEPS;H_SC_CHECKING_OFF_REMINDERS_STEPS;H_SC_DELETING_REMINDERS_STEPS',0)} [See related topics](#)

Assigning sounds to drawer events

You can assign different sounds for different events, like opening, closing, removing, and adding drawers.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Click the Effects tab.
4. Select the event that you want to assign a sound in the Event box.
5. Select the sound that you want to hear for that event in the Sound box.

Tip Click  to preview a sound, and click



to stop the preview from playing.



6. Click OK.

Note If you want to use the sound features of SmartCenter, you must have the hardware and software for sounds installed.


```
{button ,AL('H_SC_CHANGING_DRAWER_SPEED_STEPS;H_SC_DEFINING_A_TEXTURE_FOR_DRAWERS_STEPS;H_SC_SMARTCENTER_PROPERTIES_OVER;H_SC_TURNING_OFF_SOUNDS_STEPS',0)} See related topics
```


Overview: Calendar folders

Calendar folders let you keep track of your appointments. Appointments appear in the folder as white cards spanning the time covered by an appointment in fifteen minute increments. You can add brief descriptions to your appointments, as well as move or delete appointments.

You can scroll through the day's appointments by clicking the AM  or PM  icons.



Use the Date icon  to change the display date. Click the lower left corner to go to a previous day. Click the lower right corner to advance a day.

Click the "Days to display" icon  to change the number of days that appear. If you want to display seven days, click the Maximize button

located in the top right corner of the drawer.

The current time

A red dot displays in the calendar next to the current time.

Using the Calendar and Organizer together

The information in your calendar folder is stored in a source file. There are two kinds of source files: text (.TXT extension) and Organizer (.OR2, .OR3, or .OR4 extension). Organizer files are used for storing information in Lotus Organizer (the PIM-only version without group scheduling capabilities).

During installation, SmartCenter detects if you are already using Organizer. If your Organizer preferences are set to automatically open an .OR2, .OR3, or .OR4 file, then the Organizer file becomes your source file for the calendar folder. Every time you open the calendar folder, it refreshes with new information from Organizer.

If you are not using Organizer, or the calendar section of Organizer, SmartCenter install creates a .TXT file named CALENDAR.TXT for your source file. Later on, if you start to use Organizer, you can [change your calendar source file](#) in SmartCenter.

Converting Organizer files

You can convert your files from previous releases of Organizer to .OR4 files. While working in Organizer:

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Converting files, from previous releases
3. Click the index entry you want, then click Display.

Calendar security

The first time you open a calendar folder after you start SmartCenter, it prompts you for your Organizer password if you have one. You will not be prompted for your password again, unless you choose Clear Passwords. If you clear your passwords, you must reenter your passwords the next time you want to use your calendar folder or any other password-protected folder.

You clear passwords by clicking the folder icon in an open folder and choosing Clear Passwords.

{button ,AL(`H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_CHANGING_CALENDAR_SOURCE_STEPS;H_SC_CHANGING_THE_NUMBER_OF_DAYS_STEPS;H_SC_DELETING_FOLDERS_STEPS;H_SC_MOVING_APPOINTMENTS_STEPS;H_SC_SCHEDULING_APPOINTMENTS_STEPS;H_SC_STARTING_ORGANIZER_FROM_CALENDAR_STEPS',0)} [See related topics](#)

Changing the duration of appointments

You can change both the beginning and ending times of appointments.

Changing the ending time of appointments

1. Click the Calendar drawer to open it.
2. Position the mouse pointer over the current ending point of the appointment. The pointer changes to a two-headed arrow.
3. Drag the mouse pointer to the new ending point of the appointment. Appointments snap to the nearest quarter hour increment.
4. Click the front of the drawer to close it.

Changing the beginning time of appointments

1. Click the Calendar drawer to open it.
2. Position the mouse pointer inside the appointment. The pointer changes to a hand.
3. Drag the appointment to the new beginning time.
4. Click the front of the drawer to close it.

{button ,AL('H_SC_CALENDAR_FOLDER_OVER;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;H_SC_DELETING_AN_APPOINTMENT_STEPS',0)} [See related topics](#)

Changing appointment descriptions

1. Click the Calendar drawer to open it.
2. Position the mouse pointer inside the appointment box. The pointer changes to a hand.
3. Double-click to display the Appointment Properties dialog box.
4. In the Description box, select the text that you want to change, and begin typing.
Note Press CTRL-Enter to start a new line, and press CTRL-Tab to insert a tab in your description.
5. When you finish, click OK.
6. Click the front of the drawer to close it.

{button ,AL(^H_SC_CALENDAR_FOLDER_OVER;H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_CHANGING_THE_NUMBER_OF_DAYS_STEPS',0)} [See related topics](#)

Changing calendar folder source files

You can change the source file that calendar folders use.

1. Click the Calendar drawer to open it.
2. Right-click the folder label.
3. Choose Folder Properties.
4. Select the Calendar tab.
5. Select the type of source file in the File type box.
6. Type the path and file name of the new Organizer file or text file that you want to use in the calendar folder in the "Name of Organizer/tex file" box.
7. (Optional) If you select Lotus Organizer as your file type, you can also select the calendar section that you want to use.
8. Click OK.

Tip Click Browse to locate the Organizer file or text file that you want to use. Depending on the version of Organizer you use, the Organizer files must have an extension of .OR2, .OR3, or .OR4.

{button ,AL('H_SC_CALENDAR_FOLDER_OVER',0)} [See related topics](#)

Changing drawer labels

You can change the label that appears on the front of a drawer.

1. Right-click the drawer.
2. Choose Drawer Properties.
3. Click in the right side of the Drawer label box, and press Backspace until the existing label has been deleted.
4. Type the new label.
5. Click OK.

{button ,AL(^H_SC_CHANGING_THE_HANDLE_COLORS_OF_DRAWERS_STEPS;;H_SC_DRAWERS_OVER;H_S
C_SMARTCENTER_PROPERTIES_OVER',0)} [See related topics](#)

Changing the opening and closing speed for drawers

You can change the speed at which drawers open and close. The drawer-speed slider controls the opening and closing speed for all the drawers in SmartCenter.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Click the Effects tab.
4. Drag the drawer-speed slider left to decrease drawer speed or right to increase drawer speed.
5. Click OK.

{button ,AL('H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_RESIZING_DRAWERS_STEPS;H_SC_SMARTCENTER_PROPERTIES_OVER',0)} [See related topics](#)

Changing drawer handles

You can change the handle that appears on the front of a drawer.

1. Right-click the drawer.
2. Choose Drawer Properties.
3. Select a handle from the Drawer handle box.
4. Click OK.

{button ,AL(^;H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_DRAWERS_OVER;H_SC_SMARTCENTER_P
ROPERTIES_OVER',0)} [See related topics](#)

Changing the number of days that appear in calendar folders

Calendar folders can display up to seven days.

1. Click the Calendar drawer to open it.
2. Click the rectangle in the Days to display icon that corresponds to the number of days that you want to appear.

For example, to display four days, click in the fourth rectangle of the icon.



3. Click the front of the drawer to close it.

Tip To display seven days in your calendar, click the Maximize button  in the top right corner of the drawer.

```
{button .AL(';H_SC_CALENDAR_FOLDER_OVER;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;  
H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_MOVING_APPOINTMENTS_STEPS;H_SC_SCHEDULIN  
G_APPOINTMENTS_STEPS;',0)} See related topics
```

Deleting appointments

1. Click the Calendar drawer to open it.
2. Right-click the appointment that you want to delete.
3. Choose Delete Appointment.
4. Click Yes in the Delete Appointment dialog box.
5. Click the front of the drawer to close it.

Note If Organizer is the source of your calendar, the appointment is deleted from your Organizer calendar, too.

```
{button ,AL(^H_SC_CALENDAR_FOLDER_OVER;;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;  
H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_MOVING_APPOINTMENTS_STEPS;H_SC_SCHEDULIN  
G_APPOINTMENTS_STEPS;',0)} See related topics
```

Deleting drawers

When you delete a drawer, you delete the folders that it contains, too.

1. Right-click the drawer that you want to delete.
2. Choose Delete Drawer.
3. Click Yes to remove the drawer from SmartCenter.

Note If the deleted drawer contained [shortcuts](#) to a folder or file, the original item is still preserved on disk.

{button ,AL('H_SC_ADDING_DRAWERS_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_RESIZING_DRAWERS_STEPS;H_SC_DRAWERS_OVER',0)} [See related topics](#)

Deleting files from file folders

You can delete files and [shortcuts](#) from [file folders](#) in SmartCenter.

1. Click the drawer to open it.
2. Click the file folder containing the file that you want to delete.
3. Select the icon for the file that you want to delete.
4. Press Delete.
5. Click Yes to move the file to the Recycle Bin.
6. Click the front of the drawer to close it.

Note If you are deleting a shortcut to a file, the original file remains on the disk.

{button ,AL(`H_SC_ADDING_FILES_TO_DRAWERS_STEPS;H_SC_FILE_FOLDERS_OVER',0)} [See related topics](#)

Removing pop-up labels on drawers

You can remove the pop-up help that displays when you position the mouse over a drawer.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Deselect the "Display popup help" box.
4. Click OK.

{button ,AL('H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_CHANGING_THE_HANDLE_COLORS_OF_DRAWERS_STEPS',0)} [See related topics](#)

Moving SmartCenter

You can anchor SmartCenter to either the top or bottom of the screen.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Select the location on the screen that you want.
4. Click OK.


Tip You can also double-click the blank, right end of SmartCenter to move it between the top and bottom part of the screen.

```
{button ,AL(`H_SC_MOVING_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_REMOVING_SMA  
RTCENTER_STEPS',0)} See related topics
```

Overview: Using Help

All the information you need to use SmartCenter™ and SuiteStart and to perform cross-application tasks can be found in SmartSuite® Help.

You can request Help in the following ways:


- **Click the SmartCenter Menu button  and choose Help Topics.**
- **Click the Suite Help drawer, then double-click the SmartSuite Help icon in the Help folder.**
 - Click the Contents tab, and browse through the Help books to find topics of interest. You can print an entire book of Help topics by highlighting the book and clicking Print or you can print a single topic.
 - Click the Index tab to use keywords for searching. Type a word to locate an index entry, or scroll through the list.
 - Click the Find tab to do a full-text search.
- **When reading a Help topic, you can:**
 - Click green text with a **solid** underline to jump to another Help topic.
 - Click green text with a **dotted** underline to read a definition.
 - Print the topic by clicking Print.
 - Click Related Topics at the bottom of the topic to see a list of related Help topics.
 - Click Go Back to return to the previously displayed Help topic.
- **Click the Help button in a dialog box for information about that dialog box.**

{button ,AL(';H_SC_SUITE_INFO_DRAWER_OVER',0)} [See related topics](#)

Moving appointments to other times

You can change appointment times in calendar folders. You can move an appointment up to six days away from the current day.

1. Click the Calendar drawer to open it.
2. Position the mouse pointer inside the appointment that you want to move. The pointer changes to a hand.
3. Drag the appointment to the new time or day. Appointments snap to the nearest quarter hour increment.

Tip To change the number of days that appear, click the rectangle in the Days to display icon  that corresponds to the number of days you want to appear.

4. Click the front of the drawer to close it.

```
{button ,AL(`H_SC_CALENDAR_FOLDER_OVER;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_DELETING_AN_APPOINTMENT_STEPS;H_SC_SCHEDULING_APPOINTMENTS_STEPS',0)} See related topics
```

Moving drawers

1. Position the mouse pointer over the closed drawer that you want to move.
2. Drag the drawer to its new position.

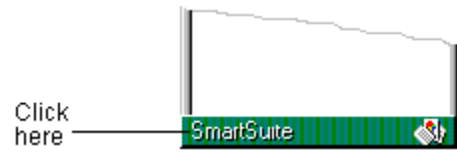
Tip If you want a drawer to appear as the first drawer on the left, drag it to the SmartCenter Menu button.



{button ,AL(`H_SC_ADDING_DRAWERS_STEPS;H_SC_DELETING_DRAWERS_STEPS;H_SC_DRAWERS_PLAC
E_ON_SCREEN_STEPS;H_SC_DRAWERS_OVER',0)} [See related topics](#)

Opening and closing drawers

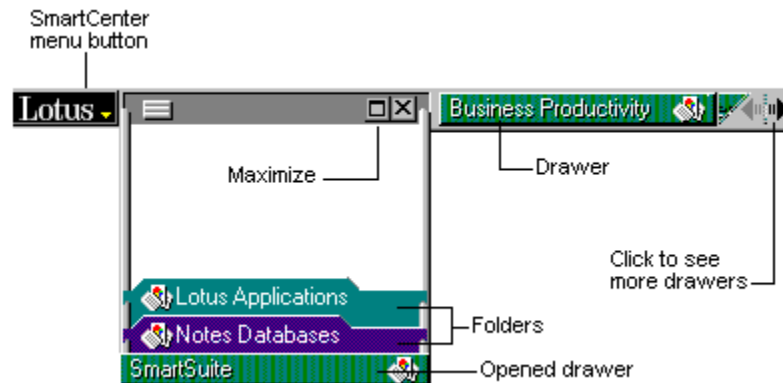
Click the front of a drawer to open or close it.



{button ,AL('H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;;H_SC_DRAWERS_OVER',0)} [See related topics](#)

Overview: SmartCenter

SmartCenter™ works like a cabinet of drawers and folders that help you to organize and manage your work.



From SmartCenter you can:

- Start all your applications
- Consult your address book and calendar
- Create reminder lists
- Find definitions in the dictionary and synonyms in the thesaurus
- Retrieve information from the Web without leaving SmartCenter
 - Get news updates, stock quotes, and weather forecasts
 - Make travel reservations
 - Read tips on using SmartSuite
 - Get driving directions and maps
 - Visit your bookmarked or favorite sites
- Add new folders with links to the Web, views of Notes databases, and more

SmartCenter drawers

SmartCenter drawers work like drawers in your desk. When you first start SmartCenter you get a set of drawers designed to let you organize your different kinds of work. These drawers are

- SmartSuite
- Internet (optional)
- Calendar
- Addresses
- Reminders
- Reference
- Suite Help
- Business Productivity

SmartCenter folders

Drawers can contain a variety of types of folders. Some SmartCenter folders work like folders on your desktop, some are designed like calendars or address books, and some folders come with tools that let you look up word definitions, surf the Internet, and much more.

SmartCenter is customizable

You can anchor SmartCenter to either the top or bottom of your screen. You can add or remove drawers and folders, rearrange their order, and change their titles and appearance.

```
{button ,AL(^);H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;H_SC_DEFINI  
NG_A_TEXTURE_FOR_DRAWERS_STEPS;H_SC_DRAWERS_PLACE_ON_SCREEN_STEPS;H_SC_REMOVEI
```


NG_SMARTCENTER_STEPS;H_SC_RESERVING_MINIMUM_SPACE_FOR_SMARTCENTER_STEPS;H_SC_RESIZING_DRAWERS_STEPS;H_SC_TURNING_OFF_SOUNDS_STEPS;H_SC_SMARTCENTER_PROPERTIES_OVER;H_SC_DRAG_AND_DROP_OVER;H_SC_DRAWERS_OVER;H_SC_FOLDERS_OVER',0)} [See related topics](#)

Removing applications from SuiteStart

You can remove application icons from SuiteStart. When you remove an application icon from SuiteStart, SmartCenter automatically removes the application icon from the Lotus Applications folder.

1. Right-click the application icon in SuiteStart that you want to remove.
2. Choose Remove "application name" Icon.

Note This procedure removes application icons from SuiteStart. It does not delete the actual application.

{button ,AL(`H_SC_ADDING_APPLICATIONS_TO_SMARTSTART_STEPS;H_SC_SMARTSTART_OVER;H_SC_REMOVING_SMARTSTART_STEPS',0)} [See related topics](#)

Removing SmartCenter

You can remove SmartCenter from your screen.

1. Click the SmartCenter Menu button.



2. Choose Exit SmartCenter.

Note To bring SmartCenter back again, choose Start - Programs - Lotus SmartSuite - Lotus SmartCenter.

{button .AL('H_SC_OVERVIEW_DRAWERS_OVER;H_SC_DRAWERS_PLACE_ON_SCREEN_STEPS',0)} See
related topics

Removing SuiteStart

You can remove SuiteStart from the taskbar.

1. Right-click SuiteStart.
2. Choose Exit.

Note To bring SuiteStart back again, choose Start - Programs - Lotus SmartSuite - Lotus SuiteStart.

{button ,AL(`H_SC_ADDING_APPLICATIONS_TO_SMARTSTART_STEPS;H_SC_REMOVING_APPLICATIONS_FROM_SMARTSTART_STEPS;H_SC_SMARTSTART_OVER',0)} [See related topics](#)

Resizing drawers

You can change the width or length of a drawer.

1. Click the drawer to open it.
2. Position the mouse pointer along the front or the right side of the opened drawer. The pointer changes to a double-headed arrow.
3. Drag the drawer until it reaches the length or width that you want.
4. Click the front of the drawer to close it.

{button ,AL(^H_SC_ADDING_DRAWERS_STEPS;H_SC_DELETING_DRAWERS_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_DRAWERS_OVER',0)} [See related topics](#)

Scheduling appointments

1. Click the Calendar drawer to open it.
2. Select a date:
 - Click the center of the Date icon to display the calendar for the current month.



- Use the left and right arrows in the monthly calendar if you want to change the month.
- Click the lower left corner of the Date icon to display a previous day; click the lower right corner to advance a day.



3. Position the mouse pointer at the beginning time for your appointment.
4. Drag the mouse pointer down to the ending time of your appointment.
5. When the Create Appointment dialog box appears, type a description of your appointment in the Description box.
Note Press CTRL-Enter to start a new line, and press CTRL-Tab to insert a tab in your description.
6. Click OK.
7. Click the front of the drawer to close it.

Notes

- The appointment starting and ending times snap to the nearest 15 minute (quarter hour) increment. If appointments overlap, a red indicator appears on the right side of the appointment box.
- If Organizer is your source file, the appointment appears in your Organizer calendar, too.

```
{button ,AL(`H_SC_CALENDAR_FOLDER_OVER;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_DELETING_AN_APPOINTMENT_STEPS;H_SC_MOVING_APPOINTMENTS_STEPS',0)} See related topics
```

Overview: SuiteStart

SuiteStart is an icon palette that lets you easily start Lotus applications by clicking the icon. SuiteStart appears opposite the Start button on your taskbar.



The first time that you start SuiteStart, it automatically adds icons for all the Lotus applications that you have installed on your system. You can also add icons for non-Lotus applications and files, so you can start them easily as well.

{button ,AL(^H_SC_ADDING_APPLICATIONS_TO_SMARTSTART_STEPS;H_SC_REMOVING_APPLICATIONS_FROM_SMARTSTART_STEPS;H_SC_REMOVING_SMARTSTART_STEPS',0)} [See related topics](#)

Overview: SmartSuite drawer

The SmartSuite drawer lets you organize and easily start Lotus applications, work files, and SmartMaster™ templates. The folders in the SmartSuite drawer are file folders. The SmartSuite drawer may contain the following folders:

Lotus Applications folder

The Lotus Applications folder contains shortcuts to all of your Lotus applications. When you start SmartCenter, it adds shortcut icons for all the Lotus applications that you have installed. You can easily add shortcut icons for non-Lotus applications that you want to quickly start, too.

SmartMaster Templates folder

The SmartMaster Templates folder contains sample SmartMaster templates from individual SmartSuite applications.

Notes Databases folder

If you have Notes™ software, the Notes Databases folder contains a shortcut to your Notes mail database. You can easily add icons for other Notes databases.

Work folders

SmartCenter adds a folder for each Lotus application that you install. Each folder is a shortcut to the work folder of an individual Lotus application. For example, the Word Pro Documents folder is a shortcut to the work folder of Word Pro. You can also add folders for non-Lotus applications.

{button ,AL(^H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_DELETING_FOLDERS_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_DRAG_AND_DROP_OVER;H_SC_MOVING_FOLDERS_BETWEEN_DRAWERS_STEPS',0)} See related topics

Step 3: Display

Use Step 3 to specify appearance properties for your folder.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Display files as

Select the size of the icons that appear in the folder.

Arrange by

Icons represent files. The icons can be arranged by file name, type, size, or date.

Overview: Suite Help drawer

The Suite Help drawer includes the following different types of user assistance:

SmartSuite Help

You are currently using SmartSuite Help. It offers information on using SmartCenter to help you organize and quickly access your work. SmartSuite Help also provides information on how to use SmartSuite cross-application features. For example, you can learn how to use an Approach® database for a mass mailing in Word Pro®.

To open SmartSuite Help, click the SmartSuite Help icon in the Help folder. You can also open SmartSuite Help while you are using a dialog box by clicking the Help button.

DocOnline

DocOnline provides online versions of user manuals for all the SmartSuite applications, and makes it available through Adobe Acrobat Reader. To view a DocOnline book, double-click the appropriate icon in the DocOnline folder.

Note DocOnline is available only if you installed SmartSuite from CD-ROM.

Lotus Online

The Lotus® Online folder links to Lotus and IBM® pages on the Web. Consult this site for the latest information on new products and upgrades.

SmartSuite Tips

The SmartSuite Tips folder contains valuable tips on using SmartSuite. Tips are updated daily by the computer experts at TipWorld -- a member of the PC World Online Network. The SmartSuite Tips folder helps you to make the most of SmartSuite.

{button ,AL('H_SC_GETTING_HELP_OVER;',0)} [See related topics](#)

Adding Web sites to SmartCenter

You can add Internet folders to SmartCenter that link to your favorite Web (World Wide Web) sites.

1. Click the drawer where you want to add an Internet folder.

2. Click the drawer menu button.



3. Choose New Folder.

The New Folder assistant opens to Step 1.

4. Select Internet Page as the folder type, and click Next.

5. Select a folder label, color, and icon, and then click Next.

6. Enter the URL path of the Web site in the Internet Location box.

7. (Optional) Click Internet Settings to change your port or proxy server.

8. (Optional) Click the Reload box to select a time if you want to periodically update the folder.

9. Click Done.

{button ,AL(';H_SC_OVERVIEW_INTERNET_FOLDERS_OVER',0)} [See related topics](#)

Adding stocks to stock folders

1. Click the Internet drawer to open it.
2. Click the Stock Quotes folder to open it.
3. Click the folder icon.
4. Choose Folder Properties.
5. Click Stocks.
6. Click Add.
7. Type the stock symbol, and click OK.

Note If you do not know the stock symbol, click Symbol Guide to find the symbol for the stock that you want to track.

8. (Optional) Click Internet Settings to change your port or proxy server.
9. Click OK.

{button ,AL(^H_SC_OVERVIEW_INTERNET_FOLDERS_OVER;H_SC_DELETING_STOCKS_STEPS',0)} [See related topics](#)

Changing locations in weather folders

1. Click the Internet drawer to open it.
2. Click the Weather folder.
3. Right-click the folder label.
4. Choose Folder Properties.
5. Click Weather.
6. Select the new region where you want to check the weather.
7. Select the new city.
8. Click OK.

{button ,AL(`;H_SC_OVERVIEW_INTERNET_FOLDERS_OVER',0)} [See related topics](#)

Configuring Internet settings

For guidance using proxies, see your system administrator.

1. Open an Internet, Web Reference, Travel Reservations, or Lotus Online folder.
2. Right-click the folder label.
3. Choose Folder Properties.
4. Click either the News, Weather, Stocks, Options, or URL tab.

Note Only one of these tabs displays, depending on the type of folder you have opened.

5. Click Internet Settings.
6. Enter a server name and a port number.

Note If Internet Explorer is installed on your system, you cannot change the server name and port number in SmartCenter. You must change these settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

7. (Option) Click the "Access the Internet via an HTTP proxy server" box if it is appropriate.
8. Click OK to close the Internet Settings dialog box.
9. Click OK to close the Folder Properties dialog box.
10. Click the front of the drawer to close it.

Note The Internet Settings dialog box controls the Internet configuration for all of your Internet, Web Reference, Travel Reservations, and Lotus Online folders. You don't need to configure your settings for each Internet folder.

{button ,AL(`;H_SC_ADDING_INTERNET_FOLDERS_STEPS;H_SC_OVERVIEW_INTERNET_FOLDERS_OVER',0
)} [See related topics](#)

Removing stocks from the stock folders

1. Click the Internet drawer to open it.
2. Click the Stock Quotes folder to open it.
3. Right-click the folder.
4. Choose Folder Properties.
5. Select the stock that you want to remove from the folder.
6. Click Remove.
7. Click OK.

{button ,AL('H_SC_OVERVIEW_INTERNET_FOLDERS_OVER;H_SC_ADDING_STOCKS_STEPS',0)} [See related topics](#)

Dragging URL links to SmartCenter

You can add Uniform Resource Locator (URL) links to [file folders](#). The URL link displays as a shortcut.

1. Click the drawer to open it.
2. Click the file folder to open it.
3. In your Web browser, find the URL you want to create a shortcut for.

Note URLs appear as highlighted text in your browser.

4. Drag the URL to the opened file folder.

{button ,AL(';H_SC_ADDING_INTERNET_FOLDERS_STEPS;H_SC_OVERVIEW_INTERNET_FOLDERS_OVER',0
)} [See related topics](#)

Overview: Internet folders

Internet folders let you get valuable information from the Web without leaving SmartCenter.

Note You must have Internet access to use Internet folders, and some of these folders may not be available in all markets.

Suite Help drawer

The Suite Help drawer contains two types of Internet folders: the Lotus Online folder and the SmartSuite Tips folder.

Lotus Online folder

The Lotus Online folder provides links to Lotus pages on the Web. Lotus on the Web offers:

- Updates to Lotus products
- New product announcements
- Product support, where you can
 - Ask technical questions
 - Download updates
 - Browse frequently asked questions

SmartSuite Tips folder

The SmartSuite Tips folder provides valuable tips on using SmartSuite from the computer experts at PC World's TipWorld. Tips are added Monday through Friday.

Addresses drawer

The Addresses drawer contains a Maps folder. The Maps folder uses MapQuest's Interactive Atlas to generate maps of over 3 million cities and towns worldwide. You can also use it to generate driving directions to anywhere in the United States.

Internet drawer

The Internet drawer contains the following folders:

News folder

Whether it's national news, international news, or sports, the News folder lets you keep current on the day's events.

Stock Quotes folder

The Stock Quotes folder lets you monitor your favorite stocks in the financial markets. Maximize the folder to get detailed corporate news, earnings reports, company profiles, and other market services.

Weather folder

The Weather folder keeps you informed about changes in the weather. You can select the regions and cities that you want to monitor. Maximize the folder to display satellite weather maps.

Web Reference folder

The Web Reference folder lets you search the Web. The Web Reference also provides links to a variety of topics.

Travel Reservations folder

The Travel Reservations folder lets you research and book travel plans through Travelocity, a service of SABRE Interactive.

Favorites folder

If you use Microsoft Internet Explorer, SmartCenter automatically includes a Favorites folder. This folder provides easy access to your Favorites list of URLs (Uniform Resource Locator) that you have picked in Explorer.

Bookmarks folder

If you use Netscape, SmartCenter automatically includes a Bookmarks folder. This folder provides easy access to the Bookmarks you have picked in Netscape.

And more

You can add Internet folders to SmartCenter that link you to sites on the Web that you specify. See [Adding web sites to SmartCenter](#) .

```
{button ,AL('H_SC_ADDING_INTERNET_FOLDERS_STEPS;H_SC_ADDING_STOCKS_STEPS;H_SC_DELETING_STOCKS_STEPS;H_SC_CHANGING_LOCATIONS_IN_WEATHER_FOLDERS_STEPS;H_SC_DRAGGING_URL_SHORTCUTS_STEPS;H_SC_CONFIGURING_INTERNET_SETTINGS_STEPS',0)} See related topics
```

Adding names to address folders

1. Click the Addresses drawer to open it.
2. Click the Addresses folder to open it.
3. Click Add Name.

An address card appears, opened to the last section that you used.

4. Enter information for the person, tabbing between fields.

Note In the street address box, you can press CTRL-Enter to start a new line, and press CTRL-Tab to insert a tab.

5. Click OK to save the information.
6. Click the front of the drawer to close it.

{button ,AL('H_SC_CHANGING_NAME_AND_ADDRESS_BOOK_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_DIALING_TELEPHONE_NUMBERS_STEPS;H_SC_OVERVIEW_ADDRESSES_FOLDER_OVER;',0)} [See related topics](#)

Step 4: Options

Use Step 4 to specify a Word Pro SmartMaster template for writing letters and the way you want names to appear in an address folder.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Display names

Select the order for the display of first and last names in the address folder.

Write a letter

Type the path and file name of the Word Pro SmartMaster template that you want to use to write a letter or click Browse to select a file.

Step 2: Basics

Use Step 2 to specify a label, color, and icon for the folder that you are adding to a drawer.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Folder type

Shows the type of file that you selected in Step 1.

Folder label

Enter the label that you want to display on the front of the folder.

Color

Select the folder color you want.

Icon

Select the icon you want to display on the front of the folder

Step 3: Calendar

Use Step 3 to specify the file that holds calendar data.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

File type

Select the type of file that you want the calendar folder to use as a source file. If you are not using an Organizer .OR2, .OR3 or .OR4 file, you will see only "text file" in the drop down list box.

Name of Lotus Organizer/text file

Type the name of the Organizer or text file that you want the calendar folder to use, or click Browse to select a file. Organizer files must have an .OR2, .OR3, or .OR4 extension.

Section

An Organizer calendar can have multiple sections. For example, one section can contain your own calendar and another section can contain a calendar for someone else in your organization. Select the section that you want to use in your SmartCenter calendar folder. A folder can only display one section at a time.

Appointment alerts

If you want the calendar drawer to alert you of an upcoming appointment, check the Open drawer box, and enter the number of minutes before your appointment you want to be alerted. The drawer will open to alert you.

Changing drawer properties

You can use the Drawer Properties dialog box to change labels and handles for drawers.

Choose a task

[Changing drawer labels](#)

[Changing handles on drawers](#)

Changing the source file of a name and address book

You can use Organizer or a text file as the source file for your name and address book.

1. Click the Addresses drawer to open it.
2. Click the Addresses folder.
3. Right-click the address tab.
4. Choose Folder Properties.
5. Click the Name & Address tab.
6. Select another source file in the File type box.
7. Type the path and file name of your source address book in the "Name of Lotus Organizer/text file" box.
8. (Optional) If you select Lotus Organizer as your file type, you can select an address book section in the Section box.
9. Click OK.

{button ,AL(^H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_DIALING_TELEPHONE_NUMBERS_STEPS;H_SC_OVERVIEW_ADDRESS_FOLDER_OVER;;H_SC_ADDING_NAMES_ADDRESSES_FOLDERS_STEPS',0)} [See related topics](#)

Changing name and address information

1. Click the Addresses drawer to open it.
2. Click the Addresses folder.
3. Right-click the addresses tab.
4. Click the letter, and then the name of the person whose address you want.


Tip For more ways to look for addresses, click [Selecting a name](#).

5. Click the edit button.



6. Tab to the field that you want to change.

Note In the street address box, you can press CTRL-Enter to start a new line, and press CTRL-Tab to insert a tab.

7. Click OK, and then click the  (close button) at the top right of the address card.
8. Click the front of the drawer to close it.

Note If you are using Organizer as your [source](#) address book, this procedure also updates Organizer name and address information.

{button ,AL('H_SC_CHANGING_NAME_AND_ADDRESS_BOOK_STEPS;H_SC_DIALING_TELEPHONE_NUMBER_S_STEPS;H_SC_OVERVIEW_ADDRESS_FOLDER_OVER;;H_SC_ADDING_NAMES_ADDRESSES_FOLDERS_STEPS',0)} [See related topics](#)

Checking off Reminders

After you finish a task described in a reminder, you can mark it completed.

1. Click the Reminders drawer to open it.
2. Click either the Home or Business folder to open it.
3. Select the reminder.
4. Click the box on the far left side of the reminder to check it.

The text in the reminder displays with a line through it.



{button ,AL(^H_SC_KEEPING_REMINDERS_ON_TOP_STEPS;H_SC_OVERVIEW_REMINDER_FOLDER_OVER;
H_SC_ADDING_DRAWERS_STEPS;H_SC_DELETING_REMINDERS_STEPS',0)} [See related topics](#)




Creating screen movies

You can create your own screen movies, which record screen activity.

1. Click the SmartSuite drawer.
2. Click the Lotus Applications folder.
3. Double-click the ScreenCam icon.



4. Click one of the following buttons:

-  to record sound only
-  to record screen activity
-  to record both screen activity and sound

5. Click Record and then OK to begin recording.



6. When the stopwatch disappears, perform the actions you want to record.
7. Click Stop to stop recording.



8. Click Play to view the movie.



9. Choose File - Save
10. Specify a name and location for the movie, and click OK.

Note If you want to use the sound features of SmartCenter, you must have the hardware and software for sound installed.

Changing drawer textures

You can customize the appearance of drawer fronts by selecting a texture that displays on the front.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Click the Appearance tab.
4. Select a texture from the box.
5. Click OK.

Tip Another way to change textures is to click the blank part of SmartCenter, position the mouse over SmartCenter, and press F8.

```
{button ,AL(`H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_SMARTCENTER_PROPERTIES_OVER',0)} See related topics
```

Deleting reminders

1. Click the Reminders drawer to open it.
2. Click either the Home or Business folder to open it.
3. Click a reminder to select it.
4. Press Delete.
5. Click Yes.

Note If a reminder is out of the folder and on your desktop, just click it, and press Delete.

{button ,AL(^H_SC_KEEPING_REMINDERS_ON_TOP_STEPS;H_SC_OVERVIEW_REMINDER_FOLDER_OVER;H_SC_CHECKING_OFF_REMINDERS_STEPS;;H_SC_ADDING_REMINDERS_STEPS',0)} [See related topics](#)

Dialing telephone numbers from SmartCenter

SmartCenter lets you dial telephone numbers from your computer by using your modem and telephone numbers stored in your address folder.

1. Click the Addresses drawer to open it.
2. Click the Addresses folder.
3. Click the letter, and then the name of the person whose address you want.

Tip For more ways to look for addresses, click [Selecting a name](#).

4. Click the Call button to place your call.



A Call Status dialog box appears instructing you to pick up your receiver.

5. Click Talk and pick up the receiver.
6. When you complete your call, click Hang-up.
7. Click the front of the Addresses drawer to close it.

{button ,AL(`H_SC_OVERVIEW_ADDRESS_FOLDER_OVER',0)} [See related topics](#)

Displaying name and address information

You can display the address and other information, such as telephone number, about the people listed in an address folder.

1. Click the Addresses drawer to open it.
2. Click the Addresses folder.
3. Click the letter, and then the name of the person whose address you want.

Tip For more ways to look for addresses, click [Selecting a name](#).

{button ,AL(^H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_BOOK_STEPS;H_SC_OVERVIEW_ADDRESS_FOLDER_OVER;H_SC_ADDING_NAMES_ADDRESSES_FOLDERS_STEPS',0)} [See related topics](#)

Faxing from SmartCenter

SmartCenter lets you dial fax numbers from your computer by using your modem and fax numbers stored in your address folder.

1. Click the Addresses drawer to open it.
2. Click the Addresses folder.
3. Click the letter, and then the name of the person whose address you want.

Tip For more ways to look for addresses, click [Selecting a name](#).

4. Click the Fax button.

{bmcfax.bmp}

A Call Status dialog box appears instructing you to pick up your receiver.

5. Click Talk and initiate your fax.
6. When you complete your fax, click Hang-up.
7. Click the front of the Addresses drawer to close it.

{button ,AL('H_SC_OVERVIEW_ADDRESS_FOLDER_OVER;H_SC_DIALING_TELEPHONE_NUMBERS_STEPS',
0)} [See related topics](#)

Step 1: Type

Complete Step 1 to specify the folder type that you want to create. Select a folder type from the list.

Note It is important to complete the steps in sequence. When you complete a step, click Next. When you complete the last step, click Done.

Address folders

You can maintain name and address information in address folders. You can use an address folder to list and update address information in Organizer, or you can use it as a stand-alone address folder that is not connected to an Organizer address book.

Calendar folders

You can schedule and update your appointments in calendar folders. You can use a calendar folder to make simple changes to your calendar in Organizer, or you can use it as a stand-alone calendar.

Dictionary folders

You can search for definitions of English words in dictionary folders.

File folders

File folders work just like folders work on your Windows desktop. You can organize your work into file folders that can contain:

- Files
- Applications
- Notes databases
- Shortcuts
- Other folders

Internet Maps folders

You can use MapQuest's Interactive Atlas to generate maps of street address locations anywhere in the United States, or generate maps for cities, regions, and countries around the world. Internet Map folders can also help you get to your destination by providing driving directions and highlighted route maps for North American destinations.

Internet weather, news, stock, or page folders

You can check out the weather, news, or latest stock quotes on the World Wide Web, or add your favorite Web sites using Internet folders.

Reminder folders

You can create reminders to keep track of your daily tasks. You can drag them to your desktop or check them off or delete them as you complete tasks.

Travel Reservations folders

You can look up airfares and make flight reservations through Travelocity, a [SABRE](#) online travel service.

Thesaurus folders

You can search for English word synonyms in thesaurus folders.

SmartSuite Tips folders

You can learn more about SmartSuite by reading the valuable and timely tips that appear in the SmartSuite Tips folder. Each day, a TipWorld expert provides a new tip on using SmartSuite. TipWorld is a member of the PC World Online Network.

Overview: Installing additional language versions of applications

SmartSuite lets you access your Lotus applications in multiple languages. The first language you install becomes your default language. To add a second or third language version of a SmartSuite application, you must run the Install again. SmartSuite Install informs you that you already have an existing copy of the product in a different language and preserves the directory structure of the default language. SmartSuite Install adds icons for the additional languages to the Start menu. These icons are identified by the two-character ISO language tag. For example, the icon for the French version of Freelance Graphics is labeled Freelance Graphics - FR.

Choosing another language version

If you installed additional language versions of SmartSuite applications, you can choose another language version by right-clicking:

- A SmartSuite application icon in the Lotus Applications folder in SmartCenter.
- A SuiteStart icon.

{button ,AL(';H_SC_CHANGING_LANGUAGES_IN_SMARTCENTER_STEPS',0)} [See related topics](#)

Moving file folders to the Windows desktop

You can move [file folders](#) from drawers to the Windows desktop.

1. Click the drawer to open it.
2. Click the file folder that you want to move.
3. Click the folder icon.
4. Choose Move to Desktop.

{button ,AL('H_SC_ADDING_NOTES_DATABASE_STEPS;H_SC_DELETING_FILES_STEPS;H_SC_FILE_FOLDE
RS_OVER;;H_SC_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Step 3: Name & Address

Use Step 3 to specify a name and address book.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

File type

Select the type of file that you want the address folder to use as a source file. If you are not using an Organizer .OR2, .OR3, or .OR4 file, you will see only "text file" in the list box.

Name of Lotus Organizer/text file

Type the name of the Organizer or text file that you want the address folder to use, or click Browse to select a file.

Note Organizer files have an .OR2, .OR3, or .OR4 extension.

Section

An Organizer address book can have multiple sections. For example, you can have one section that contains your own address book and another section that contains an address book for someone else in your organization. Select the section that you want to use in your address folder. A folder can only display one section at a time.

Name and address information

Use the Name & Address tab to maintain information on names listed in address folders, as well as source address books.

Choose a task

[Adding names to address folders](#)

[Changing name and address information](#)

Overview: Address folders

Address folders let you maintain name and address information. You can use your address folder as a stand-alone address book, or you can use it with the PIM version of Organizer to add, list, change, or delete names and addresses in Organizer.

Communicating from the address folder

If you have communication hardware and software installed on your system, you can initiate your favorite method of communication. Choose from the following methods:



Call

Dials the person's telephone number.



Send mail

Initiates sending mail to the selected person's business or home address. SmartCenter uses TeamMail. TeamMail works with your electronic mail system to allow you to send messages from within SmartCenter.



Write a letter

Opens a Word Pro SmartMaster for composing a letter. Address data is automatically inserted in the SmartMaster.



Fax

Dials a fax number.

Using the address folder and Organizer together

The information in your address folder is stored in a source file. There are two kinds of source files: text (.TXT extension) or Organizer (.OR2, OR3, or .OR4 extension). Organizer files are used for storing information in Lotus Organizer (the PIM-only version without group scheduling capabilities).

During installation, SmartCenter detects if you are already using Organizer. If your Organizer preferences are set to automatically open an .OR2, .OR3, or .OR4 file, then the Organizer file becomes your source file for the address folder. Every time you open the address folder, it refreshes with new information from Organizer.

If you are not using Organizer, or the address section of Organizer, SmartCenter install creates a .TXT file named ADDRESS.TXT for your source file. Later on, if you start to use Organizer, you can [change your address folder source file](#) in SmartCenter.

Converting Organizer files

You can convert your files from previous releases of Organizer to .OR4 files. While working in Organizer:

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Converting files, from previous releases
3. Click the index entry you want, then click Display.

Address security

The first time you open an address folder after you start SmartCenter, it prompts you for your Organizer password if you have one. You will not be prompted for your password again, unless you choose Clear Passwords. If you clear your passwords, you must reenter your passwords the next time you want to use your address folder or any other password-protected folder.

You clear passwords by clicking the folder icon in an open folder and choosing Clear Passwords.

{button ,AL('H_SC_CHANGING_NAME_AND_ADDRESS_BOOK_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_DISPLAYING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_WRITING_LETTERS_STEPS;H_SC_ADDING_NAMES_ADDRESSES_FOLDERS_STEPS;H_SC_STARTING_ORGANIZER_FROM_SMARTCENTER_STEPS',0)} [See related topics](#)

Overview: Reminder folders

Reminder folders let you create and keep track of simple reminders. You can edit, move, delete, or mark a reminder completed. You can drag a reminder from one reminder folder to another, or you can drag it out to your desktop where it acts like a sticky note stuck on your screen. You can even create a reminder by dragging text from an application to a reminder folder.

The default installation of SmartCenter comes with two reminder folders in the Reminders drawer - the Home and Business folders. You can add more reminder folders to SmartCenter drawers.

Note A reminder can only be in a reminder folder or on the desktop. If you try dragging a reminder to another type of folder, like a file folder, it may appear to be in the folder, but when you close the folder, the reminder is on the desktop.

```
{button ,AL(^H_SC_KEEPING_REMINDERS_ON_TOP_STEPS;H_SC_CHECKING_OFF_REMINDERS_STEPS;H_SC_DELETING_REMINDERS_STEPS;H_SC_ADDING_REMINDERS_STEPS;H_SC_DRAGGING_TEXT_TO_REMINDERS_STEPS',0)} See related topics
```

Reserving minimum space for SmartCenter

You can choose to have SmartCenter take up a minimum amount of space on the screen while you are working in other applications. This allows maximized windows to hide most of SmartCenter, giving you more space to work.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Click "Reserve minimum space for SmartCenter".
4. Click OK.

Note Click the unhidden part of SmartCenter to maximize it.



{button ,AL(';H_SC_DRAWERS_PLACE_ON_SCREEN_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_REMOVING_SMARTCENTER_STEPS',0)} [See related topics](#)

Sending mail from address folders

You can use addresses from the address folder to send electronic mail.

1. Click the Addresses drawer to open it.
2. Click the Addresses folder to open it.
3. Click the letter, and then the name of the person whose address you want.

Tip For more ways to look for addresses, click [Selecting a name](#).

4. Click the Send mail button.



The Mail dialog box appears with the mail recipient's e-mail address already inserted.

5. Type the message subject and the message that you want to send.
6. Click Send.

{button ,AL('H_SC_OVERVIEW_ADDRESS_FOLDER_OVER',0)} [See related topics](#)

Setting up SmartCenter properties

Use the SmartCenter Properties dialog box to set preferences for SmartCenter.

Choose a task

[Moving SmartCenter](#)

[Displaying pop-up help on drawers](#)

[Assigning sounds to drawer events](#)

[Changing the opening speed of drawers](#)

[Defining textures for drawers](#)

[Reserving minimum space for SmartCenter](#)

[Changing languages in SmartCenter](#)

[Switching browsers](#)

Starting Organizer from an address folder

1. Click the Addresses drawer to open it.
2. Click the Addresses folder to open it.
3. Right-click the folder label.
4. Choose Open in Organizer.

Organizer starts and displays the Organizer address book.

Note The Open in Organizer menu choice only appears if you have selected an Organizer file as the source file for your address book.

{button ,AL(`;H_SC_OVERVIEW_ADDRESS_FOLDER_OVER',0)} [See related topics](#)

What's new in SmartSuite

SmartSuite has new features that help you to leverage the Internet and to work smarter and more effectively with your team.

Work the Web

SmartSuite uses the Internet to help make your business work more efficiently.

- Create Web sites quickly with [FastSite](#). FastSite is the new Lotus application for posting 1-2-3, Word Pro, Approach, and Freelance Graphics files, or collections of files to the Web with just a few clicks of the mouse. FastSite also supports several Microsoft file formats.
- Use SmartSuite applications to publish files to HTML or high-fidelity jDoc.
- Bring data from any Web page with a table into a Web table on a 1-2-3 sheet. Once you create a Web table, 1-2-3 maintains the connection to the source. You can tell 1-2-3 when and how often to refresh the data from the Web, and change the table's name, Web address, display settings, and size.
- Quickly access great information on the Web, straight from [SmartCenter](#).
- In any SmartSuite application, add hyperlinks to text or objects, underline or change the color of hyperlink text, and more.
- Share files with team members using Lotus eSuite, the new set of Java-based applications.

Share your work

SmartSuite lets you easily share documents with team members who use Microsoft Office 97, Corel WordPerfect Suite, as well as previous releases of SmartSuite. SmartSuite also gives you more assistance in migrating from previous versions of SmartSuite.

- New, high-fidelity read and write capabilities let you work with Excel and Word files in SmartSuite, preserving formats, formulas, dates, and print settings.
- "Sticky" file formats makes sharing files with others a cinch. For example, you can open a Microsoft Office file in SmartSuite, work on it, and then SmartSuite intelligently saves it back to its original file format.
- The Menu Finder makes migrating to SmartSuite effortless. For example, you can enter an Excel command into the Menu Finder and it displays the 1-2-3 equivalent.
- The alternative menu option in Word Pro lets you switch from Word Pro menus to menus like those found in Word, WordPerfect, or Ami Pro.
- KeyView for Lotus lets your team members, who have not installed SmartSuite, view, copy, and print any SmartSuite file.

The SmartSuite advantage

SmartSuite successfully integrates the latest technology.

- SmartSuite is the only office suite that is uniquely designed to take advantage of Lotus Notes, and Domino.
- IBM ViaVoice lets you record speech and instantly translate it into typed text in Word Pro, or convert text to speech.
- All of the programs in SmartSuite are Year 2000-compliant.
- SmartSuite lets you embed ActiveX and Java bean components in your work.
- The enhanced Install lets you install SmartSuite with a single click of a button.

{button ,AL(';H_SC_ACCESSING_THE_INTERNET_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_SMART_START_OVER',0)} [See related topics](#)

Word Pro SmartMaster

You need to select a Word Pro SmartMaster template to use for your letter. SmartCenter automatically inserts name and address information from the address folder into the SmartMaster.

Enter the file name and path of the SmartMaster into the "Name of Word Pro SmartMaster" box. You can click Browse to locate the SmartMaster. SmartMaster templates have an .MWP extension, and their default location is in the SMASTERS folder.

Writing letters

You can write letters using Word Pro SmartMaster templates. Word Pro inserts the person's address into the SmartMaster.

1. Click the Addresses drawer to open it.
2. Click the Addresses folder.
3. Click the letter, and then the name of the person whose address you want.
Tip For more ways to look for addresses, click [Selecting a name](#).
4. Click the Write a letter button to start your Word Pro SmartMaster for writing letters.



5. In the Word Pro SmartMaster dialog box, either enter the name of the SmartMaster you want to use or click Browse to select one. The dialog box saves the SmartMaster that you used the last time you wrote a letter. Word Pro starts, automatically inserting the person's address into the letter.
6. You can now write your letter.

{button ,AL(^H_SC_OVERVIEW_ADDRESS_FOLDER_OVER;','0)} [See related topics](#)

1-2-3 and FastSite

Once you add a 1-2-3® file to a FastSite site, you still can make changes to the Web conversion format and to a subset of the Web conversion options you've already selected for the file in 1-2-3.

You can publish 1-2-3 files as HTML pages or as jDoc documents. If you publish a file as an HTML page, FastSite retains the formulas in the file, and the file can be read back into 1-2-3. If you publish a file as a jDoc document, FastSite uses the jDoc technology to create a compact, cross-platform, high-fidelity replica of a file that retains its original formatting.

Changing the conversion format

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the 1-2-3 file.
2. Select Properties.
3. Under Conversion format, select "HTML pages," "jDoc document," or "File Defaults."

Note For more information on 1-2-3 file defaults, see the 1-2-3 Help.

Changing Web publishing options

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the 1-2-3 file.
2. Select Properties.
3. Click 1-2-3 Publishing Options.
4. Under Conversion format, select one of the following options:
 - "HTML pages" if you want to publish a selected range
 - "jDoc" if you want to publish the whole workbook, a selected sheet, or a selected range
 - "File defaults" if you want to keep the publishing options you set in 1-2-3

Tip If you want to publish an unnamed range, publish the range first in 1-2-3 and save the file. When you change Web publishing options in FastSite, choose "File defaults."

5. Click OK.

Supported file types

You can include the following types of 1-2-3 files in a FastSite site:

<u>File type</u>	<u>File extension</u>
1-2-3 97 and later	.123
1-2-3 Release 4	.WK4
1-2-3 Release 3	.WK3
1-2-3 Release 1	.WK1

{button ,AL(;H_SC_ODYSSEY_OVER;H_SC_WHAT_IS_ODYSSEY_OVER',0)} [See related topics](#)

Approach and FastSite

FastSite publishes Approach® files as jDoc documents using the jDoc technology to create a compact, cross-platform, high-fidelity replica.

When you include an Approach file in a FastSite site, FastSite provides Web publishing information about the file so you can change the file without leaving FastSite. You can select what views you want to publish to the Web, as well as what records--in the form of named finds and sorts--you want to publish to the Web.

Note FastSite lets you add shortcuts to a file.

Selecting a different view

When you add an Approach file with more than one view to FastSite, FastSite assumes you want to publish the last view created. If that's not the case, follow these steps to make a different selection:

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Approach file.
2. Select Properties.
3. Click Approach Publishing Options.
4. Under Select an Approach view, select a view.
5. Click OK to close the Web Conversion Options dialog box.
6. Click OK.

Selecting a different set of records

When you add an Approach file to FastSite, FastSite assumes that you want to include all records in the file when you publish to the Web. If that's not the case, follow these steps to make a different selection:

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Approach file.
2. Select Properties.
3. Click Approach Publishing Options.
4. Under Select which records to convert, select a Named Find or a Sort.
5. Click OK to close the Publishing Options dialog box.
6. Click OK.

Supported file types

FastSite supports Approach .APR files.

{button ,AL(;H_SC_ODYSSEY_OVER;H_SC_WHAT_IS_ODYSSEY_OVER',0)} [See related topics](#)

Freelance Graphics and FastSite

Once you add a Freelance Graphics® file to a FastSite site, you still can change the Web conversion format and Web style.

You can publish Freelance Graphics files as HTML pages or as jDoc documents. A jDoc document, which uses the jDoc technology, is a compact, cross-platform, high-fidelity replica of a file.

Changing the conversion format

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Freelance Graphics file.
2. Select Properties.
3. Under Conversion format, select "HTML Pages" or "jDoc document."
4. Click OK.

Changing Web publishing options

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Freelance Graphics file.
2. Select Properties.
3. Click Freelance Publishing Options.
4. Select a style from the "Style name" box.
5. Click OK to record your new choice.
6. Click OK.

Supported file types

You can include the following types of Freelance Graphics files in a FastSite site:

<u>File type</u>	<u>File extension</u>
Freelance Graphics 97 and later	.PRZ
Freelance Graphics 96	.PRE
Freelance Graphics symbol	.SYM
Freelance Graphics SmartMaster content	.SMC
Freelance Graphics SmartMaster look	.MAS

{button ,AL(`;H_SC_ODYSSEY_OVER;H_SC_WHAT_IS_ODYSSEY_OVER',0)} [See related topics](#)

Word Pro and FastSite

Once you add a Word Pro™ file to a FastSite site, you still can make changes to the Web conversion format and to a subset of the Web conversion options you've already selected for the file in Word Pro.

You can publish Word Pro files as HTML pages or as jDoc documents. A jDoc document, which uses the Net-It Software technology, is a compact, cross-platform, high-fidelity replica of a file.

Changing the conversion format

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Word Pro file.
2. Select Properties.
3. Under Conversion format, select "HTML pages" or "jDoc document."
4. Click OK.

Changing Web conversion options

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Word Pro file.
2. Select Properties.
3. Click Word Pro Publishing Options.
4. Under File, select the parts of the document you want to include: the header, the footer, and/or the table of contents.
5. Click OK to close the Web Conversion Options dialog box.
6. Click OK.

Supported file types

You can include the following types of Word Pro files in a FastSite site:

<u>File type</u>	<u>File extension</u>
Word Pro 97 and higher	.LWP
Ami Pro®	.SAM

{button ,AL(;H_SC_ODYSSEY_OVER;H_SC_WHAT_IS_ODYSSEY_OVER',0)} [See related topics](#)

FastSite and the other SmartSuite applications

FastSite, the newest member of SmartSuite, is designed for users who want to contribute information to a Web site. You can use FastSite even if you're not a Webmaster and you don't need to know HTML.

FastSite lets you do the following:

- Create and manage Web sites.
- Post existing SmartSuite documents to the Web without having to copy and reformat them.
- Use ready-made Web SmartMaster looks to give your site a cohesive and professional look.
- Seamlessly update your information once it's on the Web.

Once you create a Web site, you can post it to any Web server. For example, you can post the Web site to a Domino server where FastSite takes advantage of the Domino search technology.

Using FastSite

To use FastSite, from the Start menu, choose Programs - Lotus SmartSuite - FastSite. Then on the Choose Task tab, click "Create a new site." FastSite guides you through the steps for creating a site.

FastSite and SmartSuite files

When you include SmartSuite files in a FastSite site, FastSite provides Web publishing information about each file--or a subset of it, depending on the application--that you can change without leaving FastSite. To learn more about a specific file type and the publishing information FastSite provides, see any of the topics below:

[1-2-3 and FastSite](#)

[Approach and FastSite](#)

[Freelance Graphics and FastSite](#)

[Word Pro and FastSite](#)

{button ,AL('H_SC_ODYSSEY_OVER;H_SC_APPS_ODYSSEY_AND_WORD_PRO_STEPS;H_SC_APPS_ODYSSEY_AND_FREELANCE_GRAPHICS_STEPS;H_SC_APPS_ODYSSEY_AND_APPROACH_STEPS;H_SC_APPS_ODYSSEY_AND_123_STEPS',0)} [See related topics](#)

Attaching a file to a Lotus Notes document

When you attach a file to a Lotus Notes document, you can open or detach the file later. You can attach a file from any SmartSuite application to a Lotus Notes document.

1. Start Lotus Notes.



2. Create a new document or open an existing one.

Tip If you open an existing document, choose Actions - Edit Document to switch to edit mode.

3. Click where you want to attach the file.
4. From the File menu, choose Attach.



5. Locate and select the file to attach.
6. Click Create.

{button ,AL(;H_SC_SENDING_A_123_RANGE_97_STEPS;H_SC_SENDING_MAIL_FROM_APPROACH_97_STEPS;H_SC_USING_FREELANCE_TO_SEND_MAIL_97_STEPS;H_SC_USING_WORD_PRO_TO_SEND_MAIL_97_STEPS;H_SC_USING_ORGANIZER_TO_SEND_MAIL_97_STEPS,0)} [See related topics](#)

Copying an Organizer address into 1-2-3

You can copy a name and address from Organizer to a 1-2-3 workbook.

1. Start Organizer.



2. Open the file that contains the address you want to copy.
3. Click the Address tab.
4. Select the address record you want to copy.
5. From the Edit menu, choose Copy Special.
6. Select "Full Address (Default)" from the Fields box.

Tip You can copy various combinations of information from the address record by selecting the appropriate item in the Fields box.

7. Click OK.
8. Start 1-2-3.



9. Open the workbook and display the sheet in which you want to place the address.



10. Click where you want the address to appear in the sheet.
11. From the Edit menu, choose Paste.



{button ,AL(`;H_SC_USING_AN_ADDRESS_FROM_ORGANIZER_IN_WORD_PRO_STEPS',0)} [See related topics](#)

Copying a 1-2-3 range to a Word Pro document

You can use drag and drop to copy a 1-2-3 range to a Word Pro document.

1. Start Word Pro.



2. Open the document in which you want to place the 1-2-3 range.



3. Start 1-2-3.



4. Open the workbook and display the sheet that contains the range you want to copy.



5. Select the range and drag it to the Word Pro button in the Windows taskbar.

Tip Position the mouse pointer on the range's border. When the mouse pointer changes to a hand, hold down the mouse button and drag the range. Continue holding down the mouse button.

Word Pro becomes active.

6. Drag the range to the location in the Word Pro document where you want the 1-2-3 range to appear.
7. Drop the 1-2-3 range in place by releasing the mouse button.

The range appears in a frame in the Word Pro document.

Notes

- The range is an object on top of the sheet so it does not overwrite your data.
- You can reposition the range by dragging it to a new location.
- To resize the range, select the frame, choose Frame - Graphics Scaling, and change the dimensions in the Width and Height boxes.

{button ,AL(^H_SC_COPYING_A_WORD_PRO_TABLE_TO_123_STEPS;H_SC_EMBEDDING_123_DATA_INTO_WORD_PRO_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_WORD_PRO_TABLE_STEPS;H_SC_USING_WORD_PRO_AS_A_NOTEBOOK_STEPS',0)} [See related topics](#)

Copying a graphic from Freelance Graphics into Word Pro

You can use Copy and Paste to copy a drawing, a diagram, or clip art from Freelance Graphics into Word Pro.



[Show me a QuickDemo](#)

1. Start Freelance Graphics and open the presentation that contains the graphic you want to copy.



2. Select the graphic.

3. From the Edit menu, choose Copy.



4. Start Word Pro and open the document in which you want to place the graphic.



5. Click where you want the graphic to appear.

6. From the Edit menu, choose Paste.



The graphic appears in a frame in the Word Pro document.

Notes

- The graphic is an object on top of the document so it does not overwrite your text.
- You can reposition the graphic by dragging it to a new location.
- To resize the graphic, select the frame, choose Frame - Graphics Scaling, and change the dimensions in the Width and Height boxes.
- You can also use drag and drop to copy a graphic from Freelance Graphics to Word Pro.

{button ,AL('H_SC_COPYING_A_FREELANCE_GRAPHIC_TO_123_STEPS;H_SC_COPYING_A_FREELANCE_TA
BLE_INTO_WORD_PRO_97_STEPS',0)} [See related topics](#)

Copying a graphic from Freelance Graphics into 1-2-3

You can use drag and drop to copy a drawing, a diagram, or clip art from Freelance Graphics into 1-2-3.

1. Start 1-2-3



2. Open the workbook and display the sheet in which you want to place the graphic.



3. Click the cell where you want the upper-left corner of the graphic to appear.
4. Start Freelance Graphics.



5. Open the presentation that contains the graphic you want to copy.



6. Click the graphic.
7. Drag the graphic to the 1-2-3 button in the Windows taskbar.
Tip Continue holding down the mouse button.
1-2-3 becomes active.
8. Drag the graphic to the 1-2-3 sheet and drop it in place by releasing the mouse button.
The graphic appears in the 1-2-3 sheet.

Notes

- The graphic is an object on top of the sheet so it does not overwrite your data.
- You can reposition the graphic by dragging it to a new location.
- You can edit the graphic in Freelance Graphics by double-clicking it. When you are finished editing, choose Close or Exit & Return to (file name) from the File menu to return to 1-2-3.

{button ,AL('H_SC_COPYING_A_FREELANCE_TABLE_INTO_123_97_STEPS;;',0)} [See related topics](#)

Copying data from a Freelance Graphics table into 1-2-3

You can use drag and drop to copy data from a Freelance Graphics table into 1-2-3.

1. Start 1-2-3.



2. Open the workbook and display the sheet in which you want to place the data from the table.



3. Start Freelance Graphics.



4. Open the presentation that contains the table you want to copy.



5. Select the table so handles appear on all four sides.

6. Drag the table to the 1-2-3 button in the Windows taskbar.

Tip Position the mouse pointer on the table's border, hold down the mouse button, and drag the table. Continue holding down the mouse button.

1-2-3 becomes active.

7. Drag the table to the 1-2-3 sheet and drop the data in place by releasing the mouse button.

{button ,AL('H_SC_COPYING_A_FREELANCE_GRAPHIC_TO_123_97_STEPS;;H_SC_COPYING_A_FREELANC
E_TABLE_INTO_WORD_PRO_97_STEPS',0)} [See related topics](#)

Copying a Freelance Graphics table into Word Pro

You can use drag and drop to copy a Freelance Graphics table into Word Pro.

1. Start Word Pro.



2. Open the document in which you want to place the table.



3. Start Freelance Graphics.



4. Open the presentation that contains the table you want to copy.



5. Select the table so that handles appear on all four sides.
6. Drag the table to the Word Pro button in the Windows taskbar.

Tip Position the mouse pointer on the table's border, hold down the mouse button, and drag the table. Continue holding down the mouse button.

Word Pro becomes active.

7. Drag the table to the location in the Word Pro document where you want the table to appear.
8. Drop the table in place by releasing the mouse button.

The table appears in a frame in the Word Pro document.

Notes

- The table is an object on top of the document so it does not overwrite your text.
- You can reposition the table by dragging it to a new location.
- To resize the table, click any cell, choose Size Row/Column from the Table menu, and change the dimensions in the Height and Width boxes.

{button ,AL(^H_SC_COPYING_A_FREELANCE_TABLE_INTO_123_97_STEPS;H_SC_USING_WORD_PRO_AS_A_NOTEBOOK_STEPS;;H_SC_COPYING_A_FREELANCE_GRAPHIC_INTO_WORD_PRO_STEPS',0)} See related topics

Copying data from a Word Pro table into 1-2-3

You can use drag and drop to copy data from a Word Pro table to 1-2-3.

1. Start 1-2-3.



2. Open the workbook and display the sheet in which you want to place the data from the Word Pro table.



3. Start Word Pro.



4. Open the document that contains the table with the data you want to copy.



5. Click anywhere in the table.
6. Choose Select from the Table menu, and then choose Entire Table Contents to select the entire table.
7. Drag the table to the 1-2-3 button in the Windows taskbar.

Tip Position the mouse pointer on the table's border. When the mouse pointer changes to a hand, hold down the mouse button and drag the table. Continue holding down the mouse button.

1-2-3 becomes active.

8. Drag the table to the location in the 1-2-3 sheet where you want the data to appear.
9. Drop the Word Pro data in place by releasing the mouse button.

{button ,AL(`H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_97_STEPS;H_SC_EMBEDDING_123_DATA_INT
O_WORD_PRO_STEPS',0)} [See related topics](#)

Creating an Approach dynamic crosstab using data in a 1-2-3 workbook

You can use Approach to analyze 1-2-3 data by creating dynamic crosstabs without leaving 1-2-3.

1. Start 1-2-3.



2. Open the workbook and display the sheet that contains the database table you want to use to create the dynamic crosstab.
3. Select the database table, including the column headings.
Note The database table must have at least two rows and three columns.
4. Choose Database from the Create menu, and then choose Dynamic Crosstab.



5. Click OK in the Dynamic Crosstab dialog box.
6. Click where you want the dynamic crosstab to appear in the sheet.
1-2-3 starts the Crosstab Assistant.
7. Hold down CTRL and select the fields for the crosstab's rows, click Add, and then click Next.
8. Hold down CTRL and select the fields for the crosstab's columns, click Add, and then click Next.
9. Select a field to use for the summary from the "Fields" box, select the type of summary you want to perform from the "Calculate the" box, and click Add.
10. Repeat step 9 for each field you want to summarize.
11. Click Done.

The dynamic crosstab appears in the 1-2-3 sheet.

Notes

- The crosstab is an object on top of the sheet so it does not overwrite your data. You can reposition the crosstab by dragging it to a new location.
- You cannot modify data in the crosstab.
- If you change the data in your 1-2-3 database table, Approach updates the crosstab automatically when you activate it.
- If you add a row or column to the database table in 1-2-3, you must redefine the range containing the table.

{button ,AL('H_SC_CREATING_AN_APPROACH_FORM_FROM_DATA_IN_A_1-2-3_FILE_97_STEPS;H_SC_CREATING_AN_APPROACH_REPORT_FROM_DATA_IN_A_1-2-3_FILE_97_STEPS;H_SC_CREATING_APPROACH_MAILING_LABELS_IN_123_STEPS;H_SC_LINKING_1-2-3_DATA_TO_AN_APPROACH_DATABASE_97_STEPS;H_SC_USING_123_DATA_TO_CREATE_AN_APPROACH_DATABASE_STEPS';0)} [See related topics](#)

Creating an Approach form using data in a 1-2-3 workbook

You can use Approach to create customizable forms that streamline data entry and ensure accuracy without leaving 1-2-3.

1. Start 1-2-3.



2. Open the workbook and display the sheet that contains the database table you want to use to create the form.
3. Select the database table, including the column headings.
4. Choose Database from the Create menu, and then choose Form.



5. Click OK in the Create Form dialog box.
6. Click where you want the form to appear in the sheet.
1-2-3 starts the Form Assistant.
7. Enter a title, select a layout and a style for your form, and then click Next.
8. Hold down CTRL and select the fields for the form, click Add, and then click Done.
The form appears in the 1-2-3 sheet.

Notes

- The form is an object on top of the sheet so it does not overwrite your data. You can reposition the form by dragging it to a new location.
- If you modify data in your Approach form, the changes appear in your 1-2-3 database table. You cannot modify protected cells or formulas, or change field definitions while working with data in the form.
- If you change the data in your 1-2-3 database table, Approach updates the form automatically when you activate it.
- If you add a row or column to the database table in 1-2-3, you must redefine the range containing the table.

{button ,AL('H_SC_CREATING_AN_APPROACH_DYNAMIC_CROSSTAB_WITH_A_1-2-3_RANGE_97_STEPS;H_SC_CREATING_AN_APPROACH_REPORT_FROM_DATA_IN_A_1-2-3_FILE_97_STEPS;H_SC_CREATING_APPROACH_MAILING_LABELS_IN_123_STEPS;H_SC_LINKING_1-2-3_DATA_TO_AN_APPROACH_DATABASE_97_STEPS;H_SC_USING_123_DATA_TO_CREATE_AN_APPROACH_DATABASE_STEPS',0)} [See related topics](#)

Creating an Approach report using data in a 1-2-3 workbook

You can use Approach to create sophisticated summary reports of your 1-2-3 data without leaving 1-2-3.



Show me a QuickDemo

1. Start 1-2-3. Open the workbook and display the sheet that contains the database table you want to use to create the report.
2. Select the database table, including the column headings.
3. Choose Database from the Create menu, and then choose Report.



4. Click OK in the Create Report dialog box.
5. Click where you want the report icon to appear in the sheet.
1-2-3 starts the Report Assistant.
6. Enter a title, select a layout and a style for your report, and then click Next.
7. Hold down CTRL and select the fields for the report, click Add, and then click Next.
8. If you want to group the data, hold down CTRL and select the fields by which to group the data, click Add, and then click Next.
Note If you do not want to perform calculations on the data, click Done and skip the next step.
9. For each field on which you want to perform a calculation, select the field, click Add, and specify the type of calculation you want to perform.
10. Click Done.

Approach opens and displays the report. To return to 1-2-3, choose Close & Return to Lotus 1-2-3 or Exit & Return to 1-2-3 from the File menu.

Notes

- To print the report, double-click the Approach icon in the 1-2-3 sheet to start Approach and then choose Print from the File menu.
- If you modify data in your Approach report, the changes appear in your 1-2-3 database table. You cannot modify protected cells or formulas, or change field definitions while working with data in the report.
- If you change the data in your 1-2-3 database table, Approach updates the report automatically when you activate it.
- If you add a row or column to the database table in 1-2-3, you must redefine the range containing the table.

```
{button ,AL('H_SC_CREATING_AN_APPROACH_DYNAMIC_CROSSTAB_WITH_A_1-2-3_RANGE_97_STEPS;H_SC_CREATING_AN_APPROACH_FORM_FROM_DATA_IN_A_1-2-3_FILE_97_STEPS;H_SC_CREATING_APPROACH_MAILING_LABELS_IN_123_STEPS;H_SC_LINKING_1-2-3_DATA_TO_AN_APPROACH_DATABASE_97_STEPS;H_SC_USING_123_DATA_TO_CREATE_AN_APPROACH_DATABASE_STEPS',0)} See related topics
```

Creating Approach mailing labels in 1-2-3

You can use Approach to create mailing labels without leaving 1-2-3.

1. Start 1-2-3.



2. Open the workbook and display the sheet that contains the addresses you want to use.



3. Select the database table, including the column headings.
4. Choose Create - Database - Mailing Labels.



5. Click OK in the Create Mailing Label dialog box.
6. Click where you want the mailing labels icon to appear in the sheet.
1-2-3 starts the Mailing Label Assistant.
7. Select the address layout that you want to use.
8. Select the field from the Fields box that you want to appear in the first box of the address label.
9. Click Add.
10. Repeat steps 8 and 9 for each of the remaining fields you want to appear on the label.
11. Select the type and size of label.
12. Click Done.

Approach opens and displays the mailing labels. To return to 1-2-3, choose Close & Return to Lotus 1-2-3 or Exit & Return to 1-2-3 from the File menu.

Notes

- To print the mailing labels, double-click the Approach icon in the 1-2-3 sheet to start Approach and then choose File - Print.
- If you modify the data in Approach, the changes appear in your 1-2-3 database table. You cannot modify protected cells or formulas, or change field definitions while working with the data in Approach.
- If you change the data in your 1-2-3 database table, Approach updates the mailing labels automatically when you activate it.
- If you add a row or column to the database table in 1-2-3, you must redefine the range containing the table.

{button ,AL('H_SC_USING_ADDRESSES_IN_APPROACH_FOR_A_WORD_PRO_MAIL_MERGE_97_STEPS;H_SC_CREATING_AN_APPROACH_DYNAMIC_CROSSTAB_WITH_A_1-2-3_RANGE_STEPS;H_SC_CREATING_AN_APPROACH_FORM_FROM_DATA_IN_A_1-2-3_FILE_STEPS;H_SC_CREATING_AN_APPROACH_REPORT_FROM_DATA_IN_A_1-2-3_FILE_STEPS;H_SC_LINKING_1-2-3_DATA_TO_AN_APPROACH_DATABASE_97_STEPS;H_SC_USING_123_DATA_TO_CREATE_AN_APPROACH_DATABASE_STEPS',0)} [See related topics](#)

Copying a 1-2-3 chart to a Freelance Graphics presentation

You can use drag and drop to copy a chart from a 1-2-3 workbook to a Freelance Graphics presentation.

1. Start Freelance Graphics.



2. Open the presentation in which you want the chart to appear.



3. Click New Page.
4. Select 1 Chart as the page layout and click OK.
5. Start 1-2-3.



6. Open the workbook and display the sheet that contains the chart you want to copy.



7. Select the chart and drag it to the Freelance Graphics button in the Windows taskbar.

Tip Position the mouse pointer on the chart's border and hold down the mouse button. When the mouse pointer changes to a hand, drag the chart. Continue holding down the mouse button.

Freelance Graphics becomes active.

8. Drag the 1-2-3 chart to the "Click here to create chart" box in the Freelance Graphics presentation.
9. Drop the chart in place by releasing the mouse button.

{button ,AL(^H_SC_LINKING_A_123_CHART_TO_FREELANCE_GRAPHICS_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS;;H_SC_USING_A_123_RANGE_TO_CREATE_A_FREELANCE_TABLE_STEPS',0)} [See related topics](#)

Embedding 1-2-3 data into Word Pro

When you embed 1-2-3 data in Word Pro, the 1-2-3 workbook becomes part of the document. You can use 1-2-3 from within Word Pro to edit the data.

1. Start 1-2-3.



2. Open the workbook that contains the data you want to embed.



3. Select the data.
4. Choose Edit - Copy.



5. Start Word Pro.



6. Open the document in which you want to embed the 1-2-3 data.



7. Place the insertion point where you want the embedded data to appear.
8. Choose Edit - Paste Special.



9. Select Paste in the Paste Special dialog box.
10. Select Lotus 1-2-3 Workbook Object from the "As" box and click OK.

The 1-2-3 data you selected appears in the Word Pro document.

Notes

- The entire 1-2-3 workbook is embedded in the document, not just the selected data. The 1-2-3 workbook is an object on top of the document so it does not overwrite your text.
- You can reposition the workbook by dragging it to a new location.
- To resize the workbook, select the frame, choose Graphics Scaling from the Frame menu, and change the dimensions in the Width and Height boxes.
- To edit the 1-2-3 data within Word Pro, double-click the data. When you are finished editing, click elsewhere in the Word Pro document.

{button ,AL(^H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_97_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_WORD_PRO_TABLE_STEPS;H_SC_USING_WORD_PRO_AS_A_NOTEBOOK_STEPS',0)} [See related topics](#)

Importing Organizer addresses into Approach

You can import addresses from Organizer into an existing Approach database.

Note Make sure you have similar fields in the Approach and Organizer files.

1. Start Organizer.



2. Open the file that contains the addresses you want to import into Approach.
3. From the File menu, choose Export.
4. Select Address from the "From section" box.
5. Select dBASE (*.DBF) from the "Files of type" box.
6. Enter a name in the "File name" box for the file you are exporting.
7. Click Mapping.
8. Click Clear all.
9. In the "Fields in Organizer section" box, select the field you want to be the first field in the exported file and then click Field 1 in the "Fields in export file" box.
10. Repeat step 9 for each field you want to include in the file you are exporting.
11. Click OK to return to the Export dialog box.
12. Click Export.
Organizer exports the address records.
13. Start Approach.



14. Open the Approach (.APR) file where you want to store the Organizer addresses.
15. From the File menu, choose Import Data.
16. Locate and select the name of the Organizer file you want to import, as entered in step 6.
17. Click Import. Approach displays the Import Setup dialog box.
18. Rearrange the data and field names by dragging them into place. Click the arrow column to include data in the import.
19. Select "Add imported data as new records" from the "Import options" box.
Note You can also select options to update existing records in the Approach file.
20. Click OK.

{button ,AL(`;H_SC_IMPORTING_APPROACH_ADDRESSES_INTO_ORGANIZER_STEPS',0)} [See related topics](#)

Importing Approach addresses into Organizer

You can import addresses stored in an Approach database into the Address section of an Organizer file.

Note Make sure you have similar fields in the Approach and Organizer files.

1. Start Organizer.



2. Open the Organizer file where you want to store the Approach addresses.
3. From the File menu, choose Import.
4. Select Address from the "Into section" box.
5. Select dBASE (*.DBF) from the "Files of type" box.
6. Locate and select the Approach file to import.
7. Click Mapping.
8. Click Clear all.
9. Click the first field in the "Fields in import file" box and then click the corresponding Organizer field in the "Fields in Organizer section" box. Repeat this process for each field in the file you want to import.
10. Click OK to return to the Import dialog box.
11. Click Import to import the address records into Organizer.

{button ,AL(^;H_SC_IMPORTING_AN_ORGANIZER_FILE_INTO_APPROACH_STEPS',0)} [See related topics](#)

Starting 1-2-3 from Organizer at a scheduled time

You can preset an alarm in Organizer to open a file in another SmartSuite application at a specified time. This feature is useful when you need to perform a specific task in 1-2-3 at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.

Tip For an entry in the To Do section, specify a date so the Alarm button becomes available.

3. Click Alarm.
4. Click Browse.
5. Select All Files (*.*) in the "Files of type" box.
6. Locate and select the .123 or .WK4 workbook you want to open when the alarm goes off, and then click Open.

Tip If you want to start 1-2-3 but not display a particular workbook, locate and select 123W.EXE, and then click Open.

7. Set the time at which you want the alarm to go off in the Time box.
8. Click OK to close the Alarm dialog box.
9. Click OK.
10. When the alarm goes off at the specified time, click OK to display the file you selected.

```
{button ,AL(^;H_SC_LAUNCHING_APPROACH_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_L  
AUNCHING_FREELANCE_GRAPHICS_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUN  
CHING_WORD_PRO_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} See related topics
```

Starting Approach from Organizer at a scheduled time

You can preset an alarm in Organizer to open a file in another SmartSuite application at a specified time. This feature is useful when you need to perform a specific task in Approach at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.

Tip For an entry in the To Do section, specify a date so the Alarm button becomes available.

3. Click Alarm.
4. Click Browse.
5. Select All Files(*.*) in the "Files of type" box.
6. Locate and select the .APR file you want to open when the alarm goes off, and then click Open.

Tip If you want to start Approach but not display a particular file, locate and select APPROACH.EXE, and then click Open.

7. Set the time at which you want the alarm to go off in the Time box.
8. Click OK to close the Alarm dialog box.
9. Click OK.
10. When the alarm goes off at the specified time, click OK to display the file you selected.

```
{button ,AL(^;H_SC_LAUNCHING_1-2-3_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_FREELANCE_GRAPHICS_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_WORD_PRO_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} See related topics
```

Starting Freelance Graphics from Organizer at a scheduled time

You can preset an alarm in Organizer to open a file in another SmartSuite application at a specified time. This feature is useful when you need to perform a specific task in Freelance Graphics at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.

Tip For an entry in the To Do section, specify a date so the Alarm button becomes available.

3. Click Alarm.

4. Click Browse.

5. Select All Files (*.*) in the "Files of type" box.

6. Locate and select the .PRZ file you want to open when the alarm goes off, and then click Open.

Tip If you want to start Freelance Graphics but not display a particular file, locate and select F32MAIN.EXE, and then click Open.

7. Set the time at which you want the alarm to go off in the Time box.

8. Click OK to close the Alarm dialog box.

9. Click OK.

10. When the alarm goes off at the specified time, click OK to display the file you selected.

{button ,AL(^;H_SC_LAUNCHING_1-2-

3_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_APPROACH_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_WORD_PRO_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} [See related topics](#)

Starting Word Pro from Organizer at a scheduled time

You can preset an alarm in Organizer to open a file in another SmartSuite application at a specified time. This feature is useful when you need to perform a specific task in Word Pro at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.

Tip For an entry in the To Do section, specify a date so the Alarm button becomes available.

3. Click Alarm.
4. Click Browse.
5. Select All Files(*.*) in the "Files of type" box.
6. Locate and select the .LWP file you want to open when the alarm goes off, and then click Open.

Tip If you want to start Word Pro but not display a particular file, locate and select WORDPRO.EXE, and then click Open.

7. Set the time at which you want the alarm to go off in the Time box.
8. Click OK to close the Alarm dialog box.
9. Click OK.
10. When the alarm goes off at the specified time, click OK to display the file you selected.

```
{button ,AL(^;H_SC_LAUNCHING_1-2-3_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_APPROACH_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_FREELANCE_GRAPHICS_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} See related topics
```

Linking 1-2-3 data to an Approach database

You can open a named range of a 1-2-3 worksheet to view or edit the range in an Approach form. When you link 1-2-3 data to an Approach database, any changes you make to the .APR file are automatically reflected in the 1-2-3 workbook.

Note 1-2-3 must be running, and the worksheet containing the range must be open.

1. Start 1-2-3.



2. Open the workbook that contains the data you want to link to an Approach database.



Note The data must be a named range. If you add a row or column to the range in 1-2-3 after linking it to an Approach database, you must redefine the range.

3. Start Approach and click Cancel in the Welcome dialog box, if it appears.



4. From the File menu, choose Open.



5. Select 1-2-3 Ranges (*) from the "Files of type" box.
6. Double-click the folder with the name of the 1-2-3 workbook.
7. Select the named range you want to link and click Open.

The first record appears in Approach.

8. From the File menu, choose Save Approach File, enter a name for the Approach file, and then click Save.

The next time you open the Approach .APR file, 1-2-3 will automatically start and display the linked workbook.

Note If you modify data in your Approach form, these changes will appear in your 1-2-3 workbook. You cannot modify protected cells or formulas, or change field definitions while working in the database.

{button ,AL('H_SC_USING_123_DATA_TO_CREATE_AN_APPROACH_DATABASE_STEPS',0)} [See related topics](#)

Linking a 1-2-3 chart to Freelance Graphics

When you link a 1-2-3 chart to a Freelance Graphics presentation, the Freelance Graphics presentation automatically reflects any changes you make to the 1-2-3 chart data.

Note You are actually linking the chart's data, not the chart itself. If you change the appearance of the chart in 1-2-3, Freelance Graphics does not reflect the change. For example, if you link a 1-2-3 pie chart to a Freelance Graphics presentation and then change the chart type in 1-2-3 to stacked bar, a pie chart still appears in Freelance Graphics.

1. Start 1-2-3.



2. Open the workbook and display the sheet that contains the chart.



3. Select the chart.

4. From the Edit menu, choose Copy.



5. Start Freelance Graphics.



6. Open a presentation and display the page where you want to paste the linked 1-2-3 chart.



7. From the Edit menu, choose Paste.



8. Click OK.

{button ,AL(^H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS;H_SC_DRAG_123_TO_FREELANCE_STEPS',0)} [See related topics](#)

Linking a 1-2-3 range to a Freelance Graphics chart

When you link a 1-2-3 range to a Freelance Graphics chart, the Freelance Graphics chart automatically reflects any changes you make to the 1-2-3 data.

1. Start Freelance Graphics.



2. Open a presentation.



3. Click New Page.
4. Select "1 Chart" as the page layout and click OK.
5. Click the box that says "Click here to create chart."
6. Choose a chart type and style, and then click OK.
7. Click Import Data.
8. Select either 1-2-3 Worksheet (123) or 1-2-3 Worksheet (WK?) from the "Files of type" box.
9. Locate and select the file that contains the data to which you want to link, and then click Open.
10. If necessary, select the sheet from the Worksheet box that contains the data you want to link.
11. Select the range that contains the data from the Range Names box or select the data in the sheet itself.
12. Click the button next to the Data box.
Note You can use the same procedure to select a range for the title, legend, or x-axis labels, except you click the Title, Legend, or X Axis Labels button instead.
13. Select "Keep file links."
14. Select either Series by rows or Series by columns, and then click OK to return to the Edit Data dialog box.
15. Click OK to view the chart in the Freelance Graphics presentation.

{button ,AL('H_SC_LINKING_A_123_CHART_TO_FREELANCE_GRAPHICS_STEPS;H_SC_DRAG_123_TO_FREELANCE_STEPS',0)} [See related topics](#)

Linking a 1-2-3 range to a Word Pro document

When you link a 1-2-3 range to a Word Pro document, the document automatically reflects any changes you make to the 1-2-3 data.



[Show me a QuickDemo](#)

1. Start 1-2-3. Open the workbook and display the sheet that contains the range.



2. Select the range.

3. From the Edit menu, choose Copy.



4. Start Word Pro and open a document.



5. Click where you want the linked data to appear.

6. From the Edit menu, choose Paste Special.



7. Select "Paste link to source."

8. Select Lotus 1-2-3 Workbook Object in the "As" box and click OK.

The 1-2-3 data appears in a frame in the Word Pro document.

Notes

- The 1-2-3 range is an object on top of the document so it does not overwrite your text.
- You can reposition the range by dragging it to a new location.
- To resize the range, select the frame, choose Frame - Graphics Scaling, and change the dimensions in the Width and Height boxes.

{button ,AL('H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS;H_SC_EMBEDDING_123_DATA_INTO_WORD_PRO_STEPS;H_SC_USING_WORD_PRO_AS_A_NOTEBOOK_STEPS',0)} [See related topics](#)

Sending and routing mail from 1-2-3

You can compose mail messages in 1-2-3 and send them without switching to your mail application. You can also send a workbook or a picture of a range to other 1-2-3 users who have electronic mail. When you route mail, you can send it from one recipient to the next in the order you specify.

1. Start 1-2-3.



2. Open the workbook you want to send.



3. (Optional) Display the sheet that contains the range you want to send as a picture and select the range.
4. From the File menu, choose TeamMail.
5. Select an option in the Send box:
 - "Workbook with message" to route or send a message with the workbook as an attachment.
 - "Message only" and then "Paste in a picture of the selection" to send a message with a pasted picture of the selected range.

Tip To send a 1-2-3 range, not just a picture of it, choose File - TeamReview instead of File - TeamMail.

6. Click OK.
7. If prompted, enter your password and click OK.
8. Enter the name of the first recipient and any individual message in the TeamMail dialog box.
9. Repeat step 7 for each additional recipient.

Tip If you want to route a workbook as an attachment, enter the names in the order in which you want the workbook sent.

10. If you are sending a workbook as an attachment to your message, select one of the following:
 - "Route from one address to the next" converts your list of recipients to a numbered route list.
 - "Send to all addresses at once" broadcasts the message with the workbook to all the recipients at the same time.
11. Enter a subject and message for all the recipients.

Note Click the Options tab to specify additional routing options.
12. Click Send.

{button ,AL(^H_SC_SENDING_MAIL_FROM_APPROACH_97_STEPS;H_SC_USING_WORD_PRO_TO_SEND_MAIL_97_STEPS;H_SC_USING_FREELANCE_TO_SEND_MAIL_97_STEPS;H_SC_ATTACHING_FILES_TO_NOTES_STEPS;H_SC_USING_ORGANIZER_TO_SEND_MAIL_97_STEPS;H_SC_USING_CCMAIL_TO_SEND_MAIL_STEPS',0)} [See related topics](#)

Sending and routing mail from Approach

You can compose mail messages in Approach and send them without switching to your mail application. You can also send selected data or a database to other Approach users who have electronic mail. When you route mail, you can send it from one recipient to the next in the order you specify.

1. Start Approach.



2. Open the file you want to send.



3. (Optional) Select the records you want to send from the worksheet.
4. From the File menu, choose TeamMail, and then choose Send New Message.
5. Select an option in the Send box:

- "Snapshot of the current view" to send a picture of the current view as a Windows Metafile (.WMF).
- "Approach file with" and then either "Current view only" or "All of the views" to send the current view or all views as an attachment.

6. Click Send.
7. If prompted, enter your password and click OK.
8. Enter the name of the first recipient and any individual message in the TeamMail dialog box.
9. Repeat step 8 for each additional recipient.

Tip If you want to route a database as an attachment, enter the names in the order in which you want the range sent.

10. If you are sending a database as an attachment, select one of the following:
 - "Send to all addresses at once" broadcasts the message to all the recipients at the same time.
 - "Route from one address to the next" converts your list of recipients to a numbered route list.
11. Enter a subject and message for all the recipients.

Note Click the Options tab to specify additional routing options.


12. Click Send.

```
{button ,AL(^H_SC_SENDING_A_123_RANGE_97_STEPS;H_SC_USING_WORD_PRO_TO_SEND_MAIL_97_STEPS;H_SC_ATTACHING_FILES_TO_NOTES_STEPS;H_SC_USING_FREELANCE_TO_SEND_MAIL_97_STEPS;H_SC_USING_ORGANIZER_TO_SEND_MAIL_97_STEPS;H_SC_USING_CCMAIL_TO_SEND_MAIL_STEPS',0)} See related topics
```

Using 1-2-3 data to create an Approach database

You can use a 1-2-3 sheet or named range to create an Approach database. When you open a Lotus 1-2-3 file, Approach creates:

- An Approach file (.APR)
- A database file with a copy of the spreadsheet data

 [Show me a QuickDemo](#)

1. Start Approach and click Cancel in the Welcome dialog box, if it appears.



2. From the File menu, choose Open.




3. Select Lotus 1-2-3 (*.123, *.WK*) from the "Files of type" box.
4. Locate and select the 1-2-3 workbook that contains the data you want to use to create the Approach database.
5. Click Open.
6. Select the sheet or named range you want to use and click OK.
7. Specify the name of the Approach database and click Create.
Approach creates a new database using the 1-2-3 column headings as the field names.
8. From the File menu, choose Save Approach File, enter a name for the Approach file, and then click Save.

{button ,AL(';H_SC_LINKING_123_DATA_TO_AN_APPROACH_DATABASE_97_STEPS;H_WT_CREATING_DATA BASES_FROM_SPREADSHEETS_DETAILS',0)} [See related topics](#)

Using an Approach address database for a mass mailing in Word Pro

You can merge names and addresses from Approach into a Word Pro document to create a mass mailing. Make sure you create the Approach address records before you start Word Pro.

 [Show me a QuickDemo](#)

1. Start Word Pro and open the document you want to mail.



2. From the Text menu, choose Merge, and then choose Letter.



The Mail Merge Assistant appears.

3. Under Select Data File, click Use Existing.

4. Select dBase/ANSI (*.DBF) from the "Files of type" box to show only the database files (.DBF).

5. Locate and select the database file (.DBF) that contains the address records and click Open.

6. Click OK in the Import dialog box to use the entire Approach file as your data source.

7. Under Select Letter to Merge, click Use Current.

8. Select a field name from the list in the Merge bar above the document, position the insertion point in the document where you want the merge field to appear, and click Insert Field.

Note If you want any punctuation, spaces, or line breaks to appear between fields, you must add them to the document.

9. Repeat the previous step for each field you want to insert and then click Done.

10. Under Merge, View, and Print, click Merge.

11. Specify whether you want to view the results of the merge on-screen, send them directly to the printer, or print to a file.

Tip You can click the Set Conditions button to specify conditions that the names and addresses must satisfy to be included in the merge.

12. Click OK to perform the merge.

{button ,AL('H_SC_USING_AN_ORGANIZER_FILE_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_USING_A_123_WORKSHEET_AS_A_WORD_PRO_MERGE_FILE_97_STEPS;',0)} [See related topics](#)

Copying an Organizer address into Word Pro

You can copy names and addresses from Organizer to a Word Pro document.

1. Start Organizer.



2. Open the file that contains the address you want to copy.



3. Click the Address tab.
4. Select the address record you want to copy.
5. From the Edit menu, choose Copy Special.
6. Select "Full Address (Default)" from the Fields box.

Tip You can copy various combinations of information from the address record by selecting the appropriate item in the Fields box.

7. Click OK.
8. Start Word Pro.



9. Open an existing document or create a new one.



10. Click where you want the address to appear.
11. From the Edit menu, choose Paste.



{button ,AL(^H_SC_USING_AN_ORGANIZER_FILE_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_COPYING
_AN_ORGANIZER_ADDRESS_INTO_123_STEPS',0)} [See related topics](#)

Using Organizer addresses for a mass mailing in Word Pro

You can merge names and addresses from Organizer into a Word Pro document to create a mass mailing. Make sure you create and save the Organizer address records before you start Word Pro.

1. Start Word Pro.



2. Open the document you want to mail.



3. From the Text menu, choose Merge, and then choose Letter.
4. Click Use Existing in "1. Select Data File."
5. Select Lotus Organizer 4.x (*.or4) in the "Type of file" box.
6. Specify the path and name of the Organizer data file.
7. Click Open to display the Mail Merge Assistant dialog box.
8. Click Use Current in "2. Select Letter to Merge."

The Merge bar displays at the top of the document.

9. Select a field name from the list in the Merge bar above the document, position the insertion point in the document where you want the merge field to appear, and click Insert Field.

Note If you want any punctuation, spaces, or line breaks to appear between fields, you must add them to the document.

10. Repeat step 9 for each field you want to insert and then click Done.
11. Under "3. Merge, View, and Print," click Merge.
12. Specify whether you want to view the results of the merge on-screen, send them directly to the printer, or print to a file.

Tip You can click the Set Conditions button to specify conditions that the names and addresses must satisfy to be included in the merge.

13. Click OK to perform the merge.

{button ,AL(`;H_SC_USING_A_123_WORKSHEET_AS_A_WORD_PRO_MERGE_FILE_97_STEPS;H_SC_USING_ADDRESSES_IN_APPROACH_FOR_A_WORD_PRO_MAIL_MERGE_97_STEPS;H_SC_USING_AN_ADDRESSES_FROM_ORGANIZER_IN_WORD_PRO_STEPS';0)} [See related topics](#)

Using a 1-2-3 range to create a Freelance Graphics table

You can use a 1-2-3 range to create a table in a Freelance Graphics presentation.

Lotus Show me a QuickDemo

1. Start 1-2-3. Open the workbook and display the sheet that contains the range you want to copy.

Lotus

2. Select a range.

3. From the Edit menu, choose Copy.

Lotus

4. Start Freelance Graphics and open the presentation in which you want to create the table.

Lotus

5. Click New Page.

6. Select Table as the page layout and click OK.

7. Click the "Click here to create table" box.

8. Select a table style.

9. Specify the same number of rows and columns as the range contains.

10. Click OK.

11. Click the top left cell in the Freelance Graphics table so there is a frame around the table.

12. From the Edit menu, choose Paste.

Lotus

Note You can also use drag and drop to create a Freelance Graphics table from a 1-2-3 range.

{button ,AL(`H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS;H_SC_COPYING_A_FREELANCE_TABLE_INTO_123_97_STEPS',0)} [See related topics](#)

Using 1-2-3 data for a mass mailing in Word Pro

You can merge names and addresses from a 1-2-3 database table into a Word Pro document to create a mass mailing. Make sure you create and save the 1-2-3 database table before you start Word Pro. The 1-2-3 file should not be open when you perform the merge.

1. Start Word Pro.



2. Open the document you want to mail.



3. From the Text menu, choose Merge, and then choose Letter.



The Mail Merge Assistant appears.

4. Under Select Data File, click Use Existing.
5. Select Lotus 1-2-3 (*.123) or Lotus 1-2-3 (*.W*) from the "Files of type" box.
6. Locate and select the workbook that contains the database table you want to merge and click Open.
7. Specify whether you want to use the entire workbook, a particular sheet, or a named range for the merge and click OK.
8. Click OK in the Merge Data File Fields dialog box to use field names stored in the first record in the database table.
9. Under Select Letter to Merge, click Use Current.
10. Select a field name from the list in the Merge bar above the document, position the insertion point in the document where you want the merge field to appear, and click Insert Field.

Note If you want any punctuation, spaces, or line breaks to appear between fields, you must add them to the document.

11. Repeat step 10 for each field you want to insert and then click Done.
12. Under Merge, View, and Print, click Merge.
13. Specify whether you want to view the results of the merge on-screen, send them directly to the printer, or print to a file.

Tip You can click the Set Conditions button to specify conditions that the names and addresses must satisfy to be included in the merge.

14. Click OK to perform the merge.

{button ,AL(^H_SC_USING_ADDRESSES_IN_APPROACH_FOR_A_WORD_PRO_MAIL_MERGE_97_STEPS;H_S
C_USING_AN_ORGANIZER_FILE_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_CREATING_APPROACH
_MAILING_LABELS_IN_123_STEPS',0)} [See related topics](#)

Sending and routing mail from Freelance Graphics

You can compose mail messages in Freelance Graphics and then send them without switching to your mail application. You can also send selected pages or an entire presentation to other Freelance Graphics users who have electronic mail. When you route mail, you can send it from one recipient to the next in the order you specify.

1. Start Freelance Graphics.



2. Open the presentation that contains the pages you want to send.



3. From the File menu, choose TeamMail.
4. Select an option in the Send box:
 - Message only
 - Specified pages, as an attachment
 - Current presentation, as an attachment
5. Click OK.
6. (Optional) If you are sending only a message, enter the recipient's name, the subject, and a memo, and then send the message.
7. If you are sending selected pages, select the ones you want to send in the Mail Selected Pages dialog box and click OK.
8. If prompted, enter your password and click OK.
9. Enter the name of the first recipient and any individual message in the TeamMail dialog box.
10. Repeat step 8 for each additional recipient.

Tip If you want to route a presentation as an attachment, enter the names in the order in which you want the presentation sent.
11. If you are sending a document as an attachment, select one of the following:
 - "Send to all addresses at once" broadcasts the message to all the recipients at the same time.
 - "Route from one address to the next" converts your list of recipients to a numbered route list.
12. Enter a subject and message for all the recipients.

Note Click the Options tab to specify additional routing options.
13. Click Send.

```
{button ,AL('H_SC_SENDING_A_123_RANGE_97_STEPS;H_SC_SENDING_MAIL_FROM_APPROACH_97_STEP  
S;H_SC_USING_WORD_PRO_TO_SEND_MAIL_STEPS;H_SC_ATTACHING_FILES_TO_NOTES_STEPS;H_S  
C_USING_ORGANIZER_TO_SEND_MAIL_97_STEPS;H_SC_USING_CCMAIL_TO_SEND_MAIL_STEPS',0)}  
See related topics
```

Using Notes data in Approach

You can view data from a Notes database in an Approach form, view, or report.

1. Start Approach and click Cancel in the Welcome dialog box, if it appears.



2. From the File menu, choose Open.



3. Select Lotus Notes - Workspace (*), Lotus Notes - Server (*), or Lotus Notes - Local (*) from the "Files of type" box.
4. If you selected Lotus Notes - Server (*) in step 3, specify the server that stores the Notes database you want to use.
5. Specify the Notes database that contains the data you want to use.
6. Click Open.
7. Select the name of the view or form you want to use.
Approach uses this name as the name of the view or form (the .APR file) unless you specify another name when you save the file.
8. Click OK.

Using Present It!

You can create a Freelance Graphics presentation from a Word Pro outline by using the Present It! script that comes with Word Pro.

1. Start Word Pro.



2. Open the document that contains the outline you want to use to create the presentation.



Note Make sure you apply the Number List style to the text in your outline.

3. Select the entire outline.
 4. Choose Script & Macros from the Edit menu, and then choose Run.
 5. Select "Run script saved in another file."
 6. Click Browse.
 7. Select "Script Source (*.lss)" in the "Files of type" box.
 8. Double-click the Scripts folder, if necessary.
 9. Select PRSIT.LSS and click Open.
 10. Click OK in the Run Script dialog box.
- Freelance Graphics starts and displays your outline as a presentation using the default SmartMaster.

Using a Word Pro document as a notebook

You can use divisions in a Word Pro document to store links to other files related to a single project, including files from other SmartSuite applications and from the Internet. For example, in a Word Pro business plan, you can use divisions to store a marketing plan, a 1-2-3 expense report, a Freelance graphics presentation, and an Approach product inventory database.

1. Start Word Pro and open the document in which you want to store links to the related files.



2. Division from the Create menu.



3. Click Create OLE Division.
4. Specify whether you want the new division to appear before or after the current one and then click OK.
5. Select "Object from a file."
6. Select "Link to file" so any changes made in the source application will automatically appear in the Word Pro document.
7. Click Browse.
8. Locate and select the existing file to insert as a division and click Open to return to the Create Object dialog box.
9. Click OK.

The file you selected appears in its source application.

10. To return to Word Pro, choose Close or Exit (application name) from the File menu.

The new divider tab appears in the Word Pro document.

Notes

- To see the divider tabs in the Word Pro document, click the button that appears just above the vertical scrollbar arrow.



- To display the linked file, click the divider tab.

{button ,AL(`;H_SC_COPYING_A_FREELANCE_TABLE_INTO_WORD_PRO_97_STEPS;H_SC_COPYING_A_FREELANCE_GRAPHIC_INTO_WORD_PRO_STEPS;H_SC_EMBEDDING_123_DATA_INTO_WORD_PRO_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_WORD_PRO_TABLE_STEPS',0)} [See related topics](#)

Sending and routing mail from Word Pro

You can compose mail messages in Word Pro and then send them without switching to your mail application. You can also send selected text or a document to other Word Pro users who have electronic mail. When you route mail, you can send it from one recipient to the next in the order you specify.

1. Start Word Pro.



2. Open the document you want to send.



3. (Optional) If you want to send only some of the text in the document, select the text you want to send.
4. From the File menu, choose TeamMail.
5. Under Send, select one of the following options:
 - Message only
 - Message with current selection's text as message body
 - Current document, as an attachment
6. Click OK.
7. If prompted, enter your password and click OK.
8. Enter the name of the first recipient and any individual memo in the TeamMail dialog box.
9. Repeat step 8 for each additional recipient.

Tip If you want to route a document as an attachment, enter the names in the order in which you want it sent.

10. If you are sending a document as an attachment, select one of the following:
 - "Send to all addresses at once" broadcasts the message to all the recipients at the same time.
 - "Route from one address to the next" converts your list of recipients to a numbered route list.
11. Enter a subject and a memo to all the recipients.

Note Click the Options tab to specify additional routing options.

12. Click Send.

```
{button ,AL('H_SC_SENDING_A_123_RANGE_97_STEPS;H_SC_SENDING_MAIL_FROM_APPROACH_97_STEP  
S;H_SC_ATTACHING_FILES_TO_NOTES_STEPS;H_SC_USING_FREELANCE_TO_SEND_MAIL_97_STEPS;  
H_SC_USING_ORGANIZER_TO_SEND_MAIL_97_STEPS;H_SC_USING_CCMAIL_TO_SEND_MAIL_STEPS',0  
)} See related topics
```


Basics

Use the Basics tab to specify a new label, color, or icon for the folder.

Folder label

Enter the label that you want to display on the front of the folder.

Color

Select the folder color you want.

Icon

Select the icon you want to display on the front of the folder

Calendar

Use the Calendar tab to specify the file that holds calendar data.

File type

Select the type of file that you want the calendar folder to use as a source file. If you are not using an Organizer .OR2, .OR3, or .OR4 file, you will see only text file in the drop-down list box.

Name of Lotus Organizer/text file

Type the name of the Organizer or text file that you want the calendar folder to use, or click Browse to select a file. Organizer files must have an .OR2, OR3, or .OR4 extension.

Section

An Organizer calendar can have multiple sections. For example, one section can contain your own calendar and another section can contain a calendar for someone else in your organization. Select the section that you want to use in your SmartCenter calendar folder. A folder can only display one section at a time.

Appointment alerts

If you want the calendar drawer to alert you of an upcoming appointment, check the Open drawer box, and enter the number of minutes before your appointment you want to be alerted. The drawer will open to alert you.

Switching browsers

SmartCenter uses its own browser for displaying Web pages. You can switch to your system default browser if you prefer.

1. Click the cabinet button.



2. Choose SmartCenter Properties.
3. Click the Browser tab.
4. Click "Use system default browser."
5. Click OK.

{button ,AL(;H_SC_SMARTCENTER_BROWSER_OVER',0)} [See related topics](#)

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Monitoring company news and financial markets

When you maximize the stock folder, you can view market news and access online services provided by PC Quote. Markets include Dow Jones, NASDAQ, S&P 500, and others.

1. Click the Internet Drawer.
2. Click the Stock Quotes folder.
3. Click the Maximize button at the top right corner of the drawer to display the right panel of the folder.



4. In the right panel, select one of the PC Quote online services.

Note When you can click on the stock symbol in the left panel, detailed information on that company displays in the right panel.

{button ,AL(';H_SC_OVERVIEW_INTERNET_FOLDERS_OVER;H_SC_ADDING_INTERNET_FOLDERS_STEPS;H_SC_ADDING_STOCKS_STEPS;H_SC_DELETING_STOCKS_STEPS',0)} [See related topics](#)

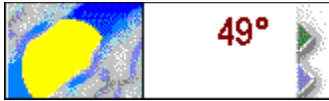
Displaying satellite and radar images in weather folders

You can display satellite and radar images of the world or close-ups of specific regions.

1. Click the Internet drawer to open it.
2. Click the Weather folder.

Note If you haven't selected a location to display in the folder, see [Changing locations in weather folders](#) .

3. Click the Maximize button **Lotus** at the top right corner of the drawer.
The folder expands to the width of your screen. A satellite image of the world appears in the right panel. This is a large image which may take a moment to appear.
4. (Option) Click in the image to get a close-up satellite image of a specific country or continent.
5. (Option) In the left panel next to the current day's temperature
 - Click the top arrow for a radar image of that city
 - Click the bottom arrow for a satellite image of that city



The image appears in the right panel. It may take a moment to appear.

{button ,AL(';H_SC_CHANGING_LOCATIONS_IN_WEATHER_FOLDERS_STEPS;H_SC_OVERVIEW_INTERNET_FOLDERS_OVER',0)} [See related topics](#)

Display

Use the Display tab to specify appearance properties for your folder.

Display files as

Select the size of the icons that appear in the folder.

Arrange by

Icons represent files. The icons can be arranged by file name, type, size, or date.

Finding maps using maps folders

You only need a street address to generate interactive maps.

1. Click the Addresses drawer.
2. Click the Maps folder to open it.
3. Enter address information in the appropriate boxes. You can enter all or part of an address.
4. Click Search.


The browser takes a few moments to generate a map.

5. (Optional) Click a zoom level for the view of the map that you want.
6. (Optional) To center the map, click a directional indicator (NW, N, NE, E, and so on) in the border of the map.

{button ,AL(`H_SC_GETTING_DRIVING_DIRECTIONS_USING_MAPS_FOLDERS_STEPS;H_SC_MAPS_FOLDER_OVER',0)} [See related topics](#)

Getting driving directions using maps folders

You can use the Maps folder to get point-to-point maps and written driving directions.

1. Click the Addresses folder to open it.
2. Click the Maps folder to open it.
3. Click the Maximize button  in the top right corner of the drawer.
4. Click "Driving directions" in the right panel of the folder.
5. Under "Enter a Starting and Destination Point" select either "Use Address" if you know the starting address or one of the points of interest from the drop-down list box.
If you select:
 - "Use Address," then enter a street address, city, and state.
 - One of the points of interest, then enter a city and state.
6. Repeat the previous step for your destination point.
7. (Optional) Select a route type or route mapping option.
8. Click "Calculate Directions."

Either maps and driving directions appear, or you get a list that lets you narrow your choice of points of interest. You might need to narrow your choice and recalculate several times before you get results.

{button ,AL('H_SC_FINDING_MAPS_USING_MAPS_FOLDERS_STEPS;H_SC_MAPS_FOLDER_OVER',0)} [See related topics](#)

Getting information from the Web

You can easily find information on the Web without leaving SmartSuite.

1-2-3 Web tables

1-2-3 can pull data from tables on the Web into workbooks on your computer, so you can easily work with the data. Since 1-2-3 maintains the link to the table on the Web, you can update your worksheet whenever the data changes. You can also schedule 1-2-3 to automatically refresh the data in the workbook at an interval that you specify.

Surfing the Web with Approach

The Surf the Net database in Approach helps you stay organized by making it easy to store and retrieve links to the World Wide Web.

The Surf the Net database includes over 500 useful Internet sites, including comments on their contents. Surf the Net is fully searchable, and you can add more sites. You can find sites by keyword, Uniform Resource Locator (URL), category, or by form.

SmartCenter and the Web

The Internet folders in SmartCenter connect you to valuable information on the Web. Since SmartCenter has its own browser, you don't have to exit SmartSuite and start a separate Web browser to get this information. Check out the stock market, read about current events, get your local weather forecast, book a flight, locate driving directions, or read tips on using SmartSuite. You can even add folders to monitor your favorite Web sites.

Organizer and the Web

Organizer lets you include a link to a URL address on the Web within an Organizer entry. For example, you can link a scheduled sales appointment to your client's home page on the Web.

Getting tips on using SmartSuite

The SmartSuite Tips folder is updated Monday through Friday by the experts at PC World's TipWorld.

1. Click the Suite Help drawer to open it.
2. Click the SmartSuite Tips folder.
3. Click any of the tips listed in the folder, and the tip displays in the browser.

Note You need Internet access to use the SmartSuite Tips folder.

{button ,AL(`;H_SC_SUITE_INFO_DRAWER_OVER',0)} [See related topics](#)

Location

Specify where your file folder will be located.

New Folder

Add a new file folder. You can add shortcuts, programs, or files to it. You can also [add Notes databases](#) .

Shortcut to an existing folder and location

Add a shortcut to an existing folder. Enter the path where the existing folder is located on your computer.

Overview: Maps folder

Located in the Addresses drawer, the Maps folder uses MapQuest to help you find maps of anyplace in the world.

Maps

The Maps folder provides interactive maps. You can:

- Find a specific address by entering street, city, and state information (for areas outside the United States, fill in only city and country information)
- Zoom up and down to select the appropriate map.
- Locate places that interest you like hotels, parks, ATMs


Driving directions

When you maximize the Maps folder, the right pane provides access to door-to-door and city-to-city driving directions for North American locations. When you enter origin and destination addresses, written directions accompanied by map views get generated.

{button ,AL(`;H_SC_FINDING_MAPS_USING_MAPS_FOLDERS_STEPS;H_SC_GETTING_DRIVING_DIRECTION
S_USING_MAPS_FOLDERS_STEPS',0)} [See related topics](#)

Maximizing folders

You can expand folders to their maximum size.

1. Click the folder that you want to maximize.
2. Click the Maximize button  in the top right corner of the drawer.

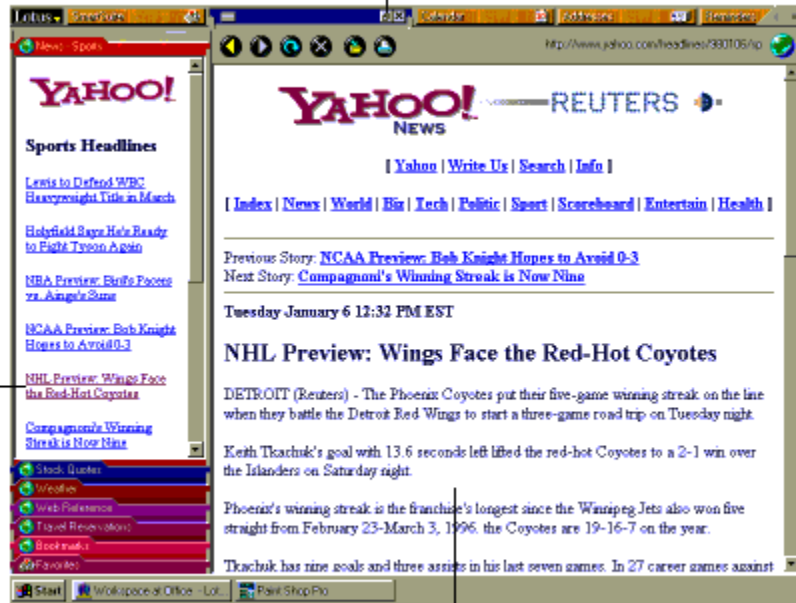
Note Different folder types have different behaviors when they are maximized. For example, a Calendar folder displays seven days, and an Internet URL folder expands to a full-screen, single pane. Other types display two panes.

The following picture is an example of an Internet News folder that has been maximized. You can click a link in the left panel and the linked page displays in the right panel. Its easy to navigate and there's no browser that pops up over your folder hiding your list of links.

Maximize or minimize folder

Click a link

Document displays here



{button ,AL(^;H_SC_ADDING_NEW_FOLDERS_STEPS;H_SC_CHANGING_FOLDER_COLORS_STEPS;H_SC_C
HANGING_FOLDER_ICONS_STEPS;H_SC_CHANGING_FOLDER_LABELS_STEPS;H_SC_FOLDERS_OVER'
0)} See related topics

Name & Address

Use the Name & Address tab to specify a name and address book.

File type

Select the type of file that you want the address folder to use as a source file. If you are not using an Organizer .OR2, .OR3, or .OR4 file, you will see only "text file" in the list box.

Name of Lotus Organizer/text file

Type the name of the Organizer or text file that you want the address folder to use, or click Browse to select a file.

Note Organizer files have an .OR2, .OR3, or .OR4 extension.

Section

An Organizer address book can have multiple sections. For example, you can have one section that contains your own address book and another section that contains an address book for someone else in your organization. Select the section that you want to use in your address folder. A folder can only display one section at a time.

News

Use News to specify the type of news to display in the Internet News folder.

News Type

Select Top stories (US-oriented), World, Business, Technology, or Sports Web sites to appear in the folder.

Refresh every X minutes

Click the Refresh box and select how often you would like the information to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Building Web sites with FastSite

Lotus FastSite is the newest member of SmartSuite, and it's designed with the Internet and intranets in mind. Created specifically for people that want to contribute information to a Web site, FastSite lets you focus your time on the content of your site rather than the mechanics of getting your site on the Web.

Create a site

You no longer have to know HTML to create a great-looking Web site. Using existing SmartSuite or Microsoft Word documents, you can create a Web site that you can easily post to any Web server.

Create a professional look

FastSite comes with professionally designed, ready-made Web SmartMaster looks to give your site a cohesive and professional look. You can customize these looks for your organization's environment.

Publish a site

Publish a FastSite to any Web server in three easy steps:

- Convert to Web pages
- Preview the Web pages
- Post the pages to the Web server

Connect with Domino

Unique to FastSite is its seamless integration with the Lotus Domino Web server. You can easily move collections of SmartSuite documents to Domino, and then take advantage of Domino's search and replication capabilities. Plus, you don't need a Notes client to browse FastSite on a Domino--any Web browser can do it.

{button ,AL(';H_SC_APPS_ODYSSEY_AND_123_STEPS;H_SC_APPS_ODYSSEY_AND_APPROACH_STEPS;H_SC_APPS_ODYSSEY_AND_FREELANCE_GRAPHICS_STEPS;H_SC_APPS_ODYSSEY_AND_WORD_PRO_STEPS;H_SC_WHAT_IS_ODYSSEY_OVER',0)} [See related topics](#)

Options

Use the Options tab to specify a Word Pro SmartMaster template for writing letters and the way you want names to appear in an address folder.

Display names

Select the order for the display of first and last names in the address folder.


Write a letter

Type the path and file name of the Word Pro SmartMaster template that you want to use to write a letter or click Browse to select a file.

Printing pages from Internet folders

You can print the Web page that displays in an Internet, Travel Reservations, or SmartSuite Tips folder.

1. In an open Internet folder, right-click the folder label.
2. Choose Print.
3. Select the printer, print range, and the number of copies that you want to print.
4. Click OK.

Tip You can print the page that appears in the right panel of a maximized folder by clicking the print icon 

{button ,AL('H_SC_OVERVIEW_INTERNET_FOLDERS_OVER;H_SC_SAVING_PAGES_FROM_INTERNET_FOLDERS_STEPS',0)} [See related topics](#)

Publishing to the Web

SmartSuite makes publishing to the Web easy to do. You can publish documents, presentations, spreadsheets, and databases directly from individual SmartSuite applications, or from [FastSite](#) .

- 1-2-3, Approach, Freelance Graphics, and Word Pro have publishing assistants that guide you as you convert your files to Web pages. All the assistants share the same intuitive design.
- Word Pro lets you export an entire .LWP file to HTML or only the current division. You can export headers, footers, and footnotes. Word Pro supports Cascading Style Sheets (CSS), so maintaining text formatting is simpler.
- 1-2-3 lets you publish an entire workbook to the Web or select a specific page or range. The 1-2-3 Web graphic capability allows you to display all the objects in a 1-2-3 workbook: web queries, datalink tables, charts, and so on.
- Freelance Graphics lets you convert presentations for high fidelity or for fast download time.

The open/save dialog box

SmartSuite lets you open and save files on the Web, so you can share files with your team members in the next office or around the world. The Open and Save dialog boxes let you open and save a document, worksheet, or presentation on HTTP, FTP, or Domino servers. You can analyze and edit files and then put them back out on the Web.

Editing Web pages with Word Pro

You can use Word Pro as an HTML editor to create Web-ready documents. Use the Internet SmartMaster templates in Word Pro to add professional-looking tables, graphics, online forms, and wallpaper backgrounds to your Web pages. Make your page personal, or give it a polished, corporate look.

HTML 3.2

You can use the SmartSuite HTML 3.2 enhancements to preserve formulas, formatting, and settings when you share files via the Internet.

Publishing high fidelity documents

jDoc, a java-based viewing technology, lets you publish heavily formatted files from SmartSuite applications to the Web without loss of formatting. For example, your spreadsheet looks the same in your browser as it does when you print it in 1-2-3. You can view jDoc documents in any Java-enabled browser, such as Microsoft Internet Explorer 3.02 or higher, or Netscape Navigator 3.0 or higher.

Hyperlinking

The Hyperlinking dialog box lets you add hyperlinks to your SmartSuite applications. You can automatically create hyperlinks from URLs typed in a file or create a hyperlink on a selected object or text. Click Browse to find a URL on the Web, or on a FTP, Notes, or local server.

Internet Setup Assistant

When you connect to the Internet for the first time, the Internet Setup Assistant helps you to configure your Internet settings. It guides you through FTP and HTTP configuration, and helps you to select security options.

Reminder

Use the Reminder tab to specify the file that holds reminder data.

Reminder data

Reminders must be stored in a text file.

Name of text file

Type the name of the reminder text file that you want the reminder folder to use, or click Browse to select a file.

Desktop reminders always on top

Click box to keep a reminder on top of your desktop. This makes a reminder appear to be "stuck" on your monitor like a sticky note.

Saving pages from Internet folders

You can save Web pages that appear in Internet folders as files.

1. In an open Internet folder, right-click the folder label.
2. Choose Save.
3. Enter a name in the "File name" box.
4. Click Save.







SmartCenter saves the file with the .HTM extension.

Tip You can save the page that appears in the right panel of a maximized folder by clicking the save icon 

{button ,AL(;H_SC_OVERVIEW_INTERNET_FOLDERS_OVER;H_SC_PRINTING_PAGES_FROM_INTERNET_FOLDERS_STEPS',0)} [See related topics](#)

Overview: SmartCenter Browser

The SmartCenter Browser displays Web pages when you click links in Internet folders. It can display most Web pages, but some components, like frames for example, are not supported. You cannot enter URLs in the SmartCenter Browser, although you can navigate by clicking links or toolbar icons.

<u>Toolbar icon</u>	<u>Click to</u>
	Move backwards through pages you have visited during this session
	Move forward through pages you have visited
	Refresh a page so it is current (the globe in the corner of the browser rotates while the page refreshes)
	Stop a page from appearing in a browser
	Save a page locally or to the network
	Print a page

Note If you prefer to use your system's default browser for displaying Web pages instead of the SmartCenter Browser, see [Switching browsers](#) .

{button ,AL(;H_SC_CHANGING_BROWSERS_STEPS',0)} [See related topics](#)

Stocks

Use the Stocks tab to specify the stocks that you want to display in the Internet Stocks folder.

List of stocks to track

Stocks are listed alphabetically by stock symbols. You can add as many stocks as you want. Click Symbol Guide to find the symbols for the stocks that you want to track.

View

Select all fields or price and net change only.

Refresh every X minutes

Click the Refresh box and select how often you would like the information to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Options

Specify your Internet settings and how often you would like the folder to be refreshed.

Refresh every X minutes

Click the Refresh box and select how often you would like the information to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

URL

Use the URL tab to provide the Uniform Resource Locator (URL) link to an Internet or Intranet page.

Internet location

Type the URL link to the Web site.

Refresh every X minutes

Click the Refresh box and select how often you would like the folder to be updated. Replace X with a number you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Weather

Use the Weather tab to specify the location whose weather you want to learn about.

Select a region and city

Select a region for which you want to gather weather information. This selection determines the cities that appear in the city box.

After you have selected a region, select a city in that region.

Refresh every X minutes

Click the Refresh box and select how often you would like the weather information to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

What's new in SmartCenter

SmartCenter has the following new features:

- **Maximize folders** You can [maximize folders](#) to use your full screen. Maximized folders deliver additional information right to your fingertips using either a two panel view in Internet folders, or a single panel view in calendar folders.
- **SmartSuite Tips*** You can read tips for getting the most out of SmartSuite using the SmartSuite Tips folder. The SmartSuite Tips folder is updated daily by the experts at PC World's TipWorld.com.
- **Travel Reservations** You can book a flight, research accommodations -- plan your whole trip using the Travel Reservations folder.
- **Maps** You can use the Maps folder to get interactive maps of locations throughout the United States. You can also view maps for cities, and countries around the world. You can even get detailed driving directions and highlighted route maps for any North American destination.

*May not be available in all markets.

{button ,AL(`H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Changing folder colors

1. Click to open the drawer.
2. Click to open the folder.
3. Right click the folder label.
4. Choose Folder Properties.
5. Select the new color for your folder from the Color box.
6. Click OK.

{button ,AL(^H_SC_CHANGING_FOLDER_ICONS_STEPS;H_SC_CHANGING_FOLDER_LABELS_STEPS;H_SC_FOLDERS_OVER;H_SC_SMARTCENTER_PROPERTIES_OVER',0)} [See related topics](#)

Changing folder icons

You can change the icons that display on the left side of folder tabs.

1. Click the drawer to open it.
2. Click the folder to open it.
3. Click the folder icon.
4. Choose Folder Properties.
5. Select a new icon from the Icon box.
6. Click OK.

{button ,AL('H_SC_CHANGING_FOLDER_COLORS_STEPS;H_SC_CHANGING_FOLDER_LABELS_STEPS;H_S
C_FOLDERS_OVER;H_SC_SMARTCENTER_PROPERTIES_OVER',0)} [See related topics](#)

Changing folder labels

1. Click the drawer to open it.
2. Click the folder to open it.
3. Click the folder icon.
4. Choose Folder Properties.
5. Click the Basics tab.
6. Click in the right side of the Folder label box, and press Backspace until the existing label has been deleted.
7. Type the new label in the Folder label box.
8. Click OK.

Note Labels cannot be blank, and you cannot have two folders with the same label in a drawer.

{button ,AL('H_SC_CHANGING_FOLDER_COLORS_STEPS;H_SC_CHANGING_FOLDER_ICONS_STEPS;H_SC_FOLDERS_OVER;H_SC_SMARTCENTER_PROPERTIES_OVER',0)} [See related topics](#)

Changing font size

You can change the font size of your SmartCenter menus, drawer labels or folder labels.

1. Right-click in the Windows desktop.
2. Choose Properties.
3. Click the Settings tab.
4. Select a size in the Font size box.
5. Click OK.
6. Click Yes to restart your computer.

Note This changes the font size for all of your applications.

{button ,AL(`;H_SC_SMARTCENTER_PROPERTIES_OVER';0)} [See related topics](#)

Changing languages in SmartCenter

If you have SmartCenter installed in multiple languages, you can change the language in which SmartCenter text appears.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Click the Language tab.
4. Select a language for SmartCenter.
5. Click OK.

{button ,AL(;H_SC_INSTALLING_ADDITIONAL_LANGUAGES_OVER',0)} [See related topics](#)

Deleting folders

1. Click to open the drawer that contains the folder.
2. Click the folder to open it.
3. Click the folder icon.
4. Choose Delete Folder.
5. Click Yes to delete the folder.
6. Click the front of the drawer to close it.

Note If the deleted folder contained a shortcut to a file or another folder, the original item is still preserved on your desktop. If you delete an address or calendar folder, the source file is not deleted.

{button ,AL(`;H_SC_FOLDERS_OVER',0)} [See related topics](#)

Drag, defined

Press the left mouse button and hold it while moving the mouse.

Dragging text to reminder folders

You can create reminder notes by dragging text from Word Pro and 1-2-3. For example, you can drag text from a Word Pro document to the reminder folder to create a new reminder note.

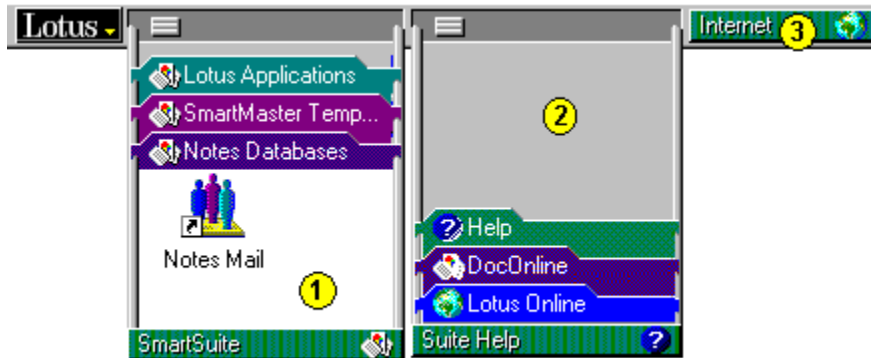
1. Click the Reminders drawer to open it.
2. Click either the Home or Business folder to open it.
3. Start your SmartSuite application.
4. Resize the application window so that both the application and the opened folder appear on the desktop.
5. Select the text that you want to use to create a new reminder.
6. Drag the text to the reminder folder.

Tip You can copy and paste information from a Notes document to a reminder, too.

{button ,AL(^;H_SC_ADDING_REMINDERS_STEPS;H_SC_OVERVIEW_REMINDER_FOLDER_OVER',0)} [See related topics](#)

Overview: Dragging and dropping in SmartCenter

You can drag the following objects from the desktop or Windows Explorer and drop them into SmartCenter file folders: files, folders, and shortcuts. You drag and drop in different ways depending on where you want to put the object.



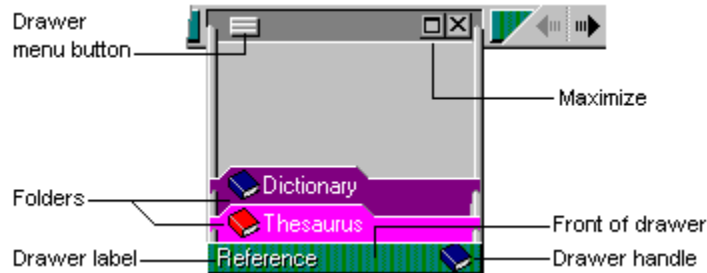
If you want to:

- Add an object to an existing SmartCenter folder, drop it inside the opened file folder. **1**
- Create a new SmartCenter folder with your object inside it, then drop it in the back of the opened drawer. **2**
- Create a new drawer containing a file folder with your object inside it, then drop the object over the SmartCenter. **3**

{button ,AL(^H_SC_OVERVIEW_DRAWERS_OVER;H_SC_ADDING_DRAWERS_STEPS;H_SC_ADDING_FILES_TO_DRAWERS_STEPS;H_SC_ADDING_NEW_FOLDERS_STEPS;H_SC_DRAWERS_OVER;H_SC_FILE_FOLDERS_OVER;H_SC_FOLDERS_OVER;H_SC_MOVING_FOLDERS_BETWEEN_DRAWERS_STEPS;H_SC_SMARTSUITE_DRAWERS_OVER',0)} [See related topics](#)

Overview: Drawers

SmartCenter drawers are containers for folders. When you first start SmartCenter the following drawers are included: SmartSuite, Internet (optional), Calendar, Addresses, Reminders, Reference, Suite Help, and Business Productivity. If some of the drawers do not appear on your screen, click one of the SmartCenter arrows next to the last drawer on the screen to see the rest of the drawers.

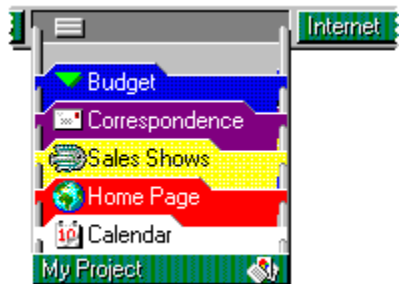


You can move drawers around in SmartCenter or you can add your own drawers. You can also move folders between drawers or add your own folders.

Drawers are customizable

You can design drawers to work the way you work. For example, you can create a drawer to help you coordinate all the work you have done on a project. The My Project drawer in the picture below contains the following folders:

- A Budget file folder with 1-2-3® worksheets that help you monitor the cost of your project.
- A Correspondence file folder with customer letters written in Word Pro and a customer database created with Approach.
- A Sales Shows file folder with the demos and presentations that you created with ScreenCam® and Freelance Graphics®.
- A Home Page Internet folder that links you to your organization's home page on the Web.
- A Calendar folder for scheduling project meetings that uses Organizer® as a source file.



Drawer menu

If you want to change drawer properties, like the label or the handle, or to add folders to drawers, click the Drawer Menu button.



{button ,AL(^H_SC_ADDING_DRAWERS_STEPS;H_SC_DELETING_DRAWERS_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_OPENING_AND_CLOSING_DRAWERS_STEPS;H_SC_SMARTCENTER_PROPERTIES_OVER;H_SC_DRAG_AND_DROP_OVER;H_SC_MOVING_FOLDERS_BETWEEN_DRAWERS_STEPS';0)} [See related topics](#)

File folders, defined

Use SmartCenter file folders for organizing your work. SmartCenter file folders work just like folders on the Windows desktop. They can contain:

- Files
- Applications
- Notes databases
- Shortcuts
- Other folders

Overview: File folders

SmartCenter file folders work like folders work on your desktop. They can contain:

- Files
- Applications
- Notes databases
- Shortcuts
- Folders from the desktop or Windows Explorer

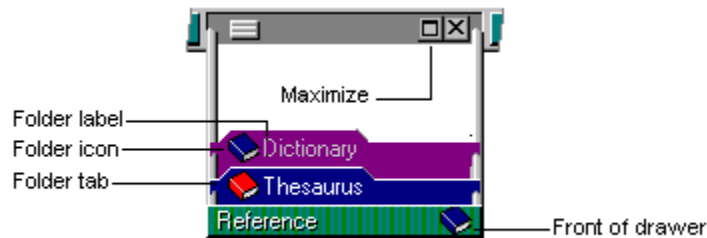
SmartCenter file folders are versatile. They can contain any combination of the objects in the above list.

When you first start SmartCenter, the folders you see in the SmartSuite drawer and the Business Productivity drawer are file folders.

{button ,AL(`H_SC_ADDING_FILES_TO_DRAWERS_STEPS;H_SC_DELETING_FILES_STEPS;H_SC_ADDING_NOTES_DATABASE_STEPS;H_SC_MOVING_FOLDERS_STEPS;H_SC_DRAG_AND_DROP_OVER',0)} See related topics

Overview: Folders

When you open SmartCenter drawers, you get folders designed to help you get your work done. SmartCenter provides a variety of types of folders -- some for working with information from the Internet, others for organizing your different kinds of work. You can also customize SmartCenter folders. For example, you can move folders between drawers or you can create folders to meet your specific needs.



Status indicators



When you open a folder that links to the Web, a parade of ducks scrolls across the top of the folder while the Web page is loading. If the folder is maximized while the Web page is loading, a globe spins in the top right corner.

Folder menu

If you want to make changes to a folder or its contents, you can right-click the folder tab to see the folder menu.

Folders for working the Web

SmartCenter provides the following types of Internet folders:

Internet Maps folders

You can use MapQuest's Interactive Atlas to generate maps of street address locations anywhere in the United States, or generate maps for cities, regions, and countries around the world. Internet Map folders can also help you get to your destination by providing driving directions and highlighted route maps for North American destinations.

Internet Weather, News, Stock, or URL folders

You can check out the weather, news, or latest stock quotes on the World Wide Web, or add your favorite Web sites using [Internet folders](#).

SmartSuite Tips folders

You can learn more about SmartSuite by reading the valuable and timely tips that appear in the SmartSuite Tips folder. Monday through Friday, a TipWorld expert from PC World provides a new tip on using SmartSuite.

Travel Reservations folders

You can look up the fares and schedules and make flight reservations through Travelocity, a [SABRE](#) online travel service.

Web Reference

You can look up phone numbers, find clip art, get financial data, use an online library, or get general information.

Lotus Online

You can consult this site for the latest information on new products and upgrades from Lotus and IBM.

Folders for organizing your work

SmartCenter provides the following types of folders that help you to organize your work. These folders use the resources you have on your system.

Address folders

You can maintain name and address information on the people you communicate with in [address folders](#). You can use address folders to list and update address information in Organizer, or you can use it as a stand-alone address folder that is not connected to an Organizer address book.

Calendar folders

You can schedule and update your appointments in [calendar folders](#). You can use one to make simple changes to your calendar in Organizer, or you can use it as a stand-alone calendar.

File folders

File folders work just like folders work on your Windows desktop. You can organize your work into file folders that can contain:

- Files
- Applications
- Notes databases
- Shortcuts
- Other folders

The folders that come in the SmartSuite drawer and the Business Productivity drawer are file folders.

Dictionary and thesaurus folders

You can search for English word definitions in a dictionary folder and word synonyms in a thesaurus folder.

Reminder folders

You can create reminders to keep track of your daily tasks. You can check them off or delete them as you complete tasks. You can also drag them out of a folder to your desktop.

```
{button ,AL(`H_SC_ADDING_NEW_FOLDERS_STEPS;;H_SC_CHANGING_FOLDER_COLORS_STEPS;H_SC_C  
HANGING_FOLDER_ICONS_STEPS;H_SC_CHANGING_FOLDER_LABELS_STEPS;H_SC_DRAG_AND_DRO  
P_OVER;H_SC_MOVING_FOLDERS_BETWEEN_DRAWERS_STEPS',0)} See related topics
```

Turning off "reminders always on top"

When you drag reminders out of a folder, they display on top of your desktop, like notes stuck on your monitor. You can turn this off for all the reminders on your desktop.

1. Right-click a reminder that displays on top of your desktop.
2. Deselect "Desktop reminders always on top."

Note This right-menu selection does not appear if you right-click on a reminder that is in the Home or Business folder.

{button ,AL(';H_SC_OVERVIEW_REMINDER_FOLDER_OVER',0)} [See related topics](#)

Looking up words in the dictionary or thesaurus

1. Click the Reference drawer to open it.
2. Click the Dictionary folder for a definition or the Thesaurus folder for a synonym.
3. Enter the word in English, and press Enter.

Notes

- If you misspell the word you were looking for, the dictionary and thesaurus will find a close match.
- The dictionary file is not included in the default installation of SmartCenter. If you installed from CD, place your CD in the drive and click Retry to look up a word; otherwise run the Install program, select Customize features, and select Dictionary.

{button ,AL(`;H_SC_OVERVIEW_REFERENCE_FOLDERS_OVER',0)} [See related topics](#)

Moving folders from drawer to drawer

1. Click the drawer that contains the folder you want to move.
2. Click the folder to open it.
3. Position the mouse over the folder tab and drag it to the drawer where you want the folder to reside.

Note The drawer that you are moving the folder to can be opened or closed.

```
{button ,AL(`H_SC_FOLDERS_OVER;H_SC_DRAG_AND_DROP_OVER;H_SC_ADDING_NEW_FOLDERS_STEP  
S;H_SC_DRAWERS_OVER',0)} See related topics
```

Overview: Reference drawer

SmartCenter has a Reference drawer with an English language dictionary and a thesaurus. These tools are easy to use and can help you to choose the right word to express yourself effectively.

Even if you misspell a word that you are looking for, the dictionary and thesaurus will try to find a close match.

Dictionary

The dictionary folder contains word meanings, pronunciations, syllabication, and origins.

Note The dictionary file is not included in the default installation of SmartCenter. If you installed from CD, place your CD in the drive and click Retry to look up a word; otherwise run the Install program, select Customize features, and select Dictionary.

Thesaurus

The thesaurus folder contains word synonyms.

{button ,AL(';H_SC_LOOKING_WORDS_UP_STEPS',0)} [See related topics](#)

Searching the Internet with Web Reference

You can search the World Wide Web from SmartCenter using the Web Reference folder.

1. Click the Internet drawer to open it.
2. Click the Web Reference folder.
3. Do one of the following:
 - In the Search the Web box, type a topic that interests you, and click Go. Web Reference produces a list of matches.
 - Click one of the blue, underlined links to a Web page that interests you.
4. Click the drawer to close it.

Note Web Reference is not available in all countries.


{button ,AL(';H_SC_ACCESSING_THE_INTERNET_STEPS;H_SC_OVERVIEW_INTERNET_FOLDERS_OVER',0)}
[See related topics](#)

Selecting a name

You can select a name in an address folder by clicking the folder, typing the person's last name, and then pressing Enter. You can move to other names by pressing the following keys:

- or ← Selects previous name
- ↓ or → Selects next name
- Page Up Selects previous letter tab
- Page Down Selects next letter tab
- Enter Displays the address card

Shortcuts, defined

Shortcuts are icons that let you jump to programs, documents, folders, and databases that you use frequently. Shortcut icons have  in the lower left corner.

Overview: Changing the appearance of SmartCenter

You can change the appearance and sound effects of SmartCenter and its drawers and folders by changing their properties. Properties are characteristics of an object. A SmartCenter property can be a color, a label, a special icon, or a sound you hear when an object moves.

You use properties dialog boxes to make these changes.

To change SmartCenter properties

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.

To change drawer properties

1. Right-click the front of the drawer.
2. Choose Drawer Properties.

To change folder properties

1. Click the drawer containing the folder you want to change.
2. Click the folder to open it.
3. Click the folder icon.
4. Choose Folder Properties.

{button ,AL(`;H_SC_DRAWERS_OVER;H_SC_FOLDERS_OVER;H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Source files, defined

The information in your calendar and address folders is stored in source files. There are two kinds of source files: text or Organizer. Text files have an extension of .TXT. Organizer files are the files that you use for storing information in Lotus Organizer and, depending on the version you use, have an extension of .OR2, .OR3, or .OR4.

During installation, SmartCenter detects if you have Organizer installed. If you do, then the Organizer file becomes your source file for the calendar and address folders. Whenever you update calendar and address information, your Organizer gets updated, too. If you are not already using an Organizer file, SmartCenter creates a .TXT file for your source file.

Starting Organizer from a calendar folder

1. Click the Calendar drawer to open it.
2. Right-click the folder label.
3. Choose Open in Organizer.

Organizer starts and displays the Organizer calendar.

Note The Open in Organizer menu choice only appears if you have selected an Organizer file as the source file for your calendar.

{button ,AL(^;H_SC_CALENDAR_FOLDER_OVER;H_SC_CHANGING_CALENDAR_SOURCE_STEPS',0)} See
related topics

Step 3: News

Use Step 3 to specify the type of news to display in the Internet News folder.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

News Type

Select Top stories (US-oriented), World, Business, Technology, or Sports Web sites to appear in the folder.

Refresh every X minutes

Click the Refresh box and select how often you would like the news to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Step 3: Stocks

Use Step 3 to specify the stocks that you want to display in the Internet Stocks folder.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

List of stocks to track

You can add as many stocks as you want. Enter symbols directly, or click Symbol Guide to find the symbols for the stocks that you want to track.

View

Select all fields or price and net change only.

Refresh every X minutes

Click the Refresh box and select how often you would like the stock quotes to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Step 3: URL

Use Step 3 to provide the Uniform Resource Locator (URL) link to an Internet or Intranet page.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Internet location

Type the URL link to the Web site.

Refresh every X minutes

Click the Refresh box and select how often you would like the page to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Step 3: Weather

Use Step 3 to specify the location whose weather you want to learn about.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Select a region and city

Select a region for which you want to gather weather information. This selection determines the cities that appear in the city box.

After you have selected a region, select a city in that region.

Refresh every X minutes

Click the Refresh box and select how often you would like the weather information to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Step 4: Location

Use Step 4 to specify where your file folder will be located.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

New Folder

Add a new file folder. You can add shortcuts, programs, or files to it. You can also [add Notes databases](#) .

Shortcut to an existing folder and location

Add a shortcut to an existing folder. Enter the path where the existing folder is located on your computer.

Step 3: Reminder

Use Step 3 to specify the file that holds reminder data.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Reminder data

Reminders must be stored in a text file.

Name of text file

Type the name of the reminder text file that you want the reminder folder to use, or click Browse to select a file.

Desktop reminders always on top

Click box to keep a reminder on top of your desktop. This makes a reminder appear to be "stuck" on your monitor like a sticky note.

Overview: Team computing in SmartSuite

Team computing tools in SmartSuite let you communicate and collaborate with your coworkers.

TeamMail

TeamMail™ works with your electronic mail system to let you send and reroute mail messages from within a SmartSuite application. You can choose the File - TeamMail command to send a message without leaving your SmartSuite application. You can send a message with part or all of a 1-2-3 workbook, Word Pro document, Approach database, or Freelance Graphic presentation attached. You can send and receive mail messages from within Organizer, too.

TeamReview

TeamReview™ in Word Pro and Freelance Graphics lets you send a document or presentation to members of your team to review. You can control the editing privileges for individuals or for teams.

TeamReview in 1-2-3 lets you send a range of workbook data to other 1-2-3 users. You can send a range to members of a team, collect their input, and have it returned to you automatically via your e-mail system. You can send the range to all recipients at once, or route it from one person to the next, tracking its progress along the way.

TeamConsolidate

TeamConsolidate™ lets you consolidate multiple Word Pro documents and Freelance Graphics presentations into one document, so you can easily evaluate reviews made by members of your team. TeamConsolidate in 1-2-3 lets you use Lotus Notes to combine and distribute workbooks to your team.

TeamShow

TeamShow™ lets you present or view screen shows on connected computers. While a presenter on one computer runs a show, TeamShow coordinates the display of pages on the presenter's and viewer's computers. Speaker notes display only on the presenter's computer.

TeamSecurity

TeamSecurity in Approach and Word Pro lets you use file-sharing controls to secure your data, while you share it with members of your team across a network.

Open and Save to Lotus Notes

SmartSuite makes it easy to open a file from Notes, edit it, and save it back to Notes. While working in a SmartSuite application, just click Lotus Notes in the File - Open or File - Save dialog box.

For more information

While working in 1-2-3, Approach, Freelance Graphics, or Word Pro:

1. Choose Help - Contents and click the Index tab.
2. Enter the name of the team computing tool discussed above.
3. Double-click the entry you want.

Turning off sounds

Actions, such as closing drawers, elicit sounds. You can turn these sounds off.

1. Click the SmartCenter Menu button.



2. Choose SmartCenter Properties.
3. Click the Effects tab.
4. In "the Events" box, select the drawer or folder action whose sound you want to change.
5. Select None from the Sound box.
6. Click OK.

{button ,AL('H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_SMARTCENTER_PROPERTIES_OVER;H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Uninstalling SmartSuite

You can uninstall SmartSuite to remove it from your computer.

1. Choose Start - Settings - Control Panel from the Windows taskbar.
2. Double-click Add/Remove Programs.
3. Click the Install/Uninstall tab.
4. Select Lotus SmartSuite.
5. Select "Uninstall all of SmartSuite" or "Uninstall selected SmartSuite applications" and then select a product.
6. Click Add/Remove.

Note You can only use the Add/Remove Programs to remove applications that were designed for Windows 95.

Using QuickDemos

QuickDemos are short demonstrations of actual tasks that show how SmartSuite applications work together.

To start a QuickDemo, just click the QuickDemo icon whenever you see one in a Help topic.



A QuickDemo opens a sample file, then performs the steps you see in Help one at a time. At the end of the QuickDemo, the sample file closes and you are returned to your presentation at the point you left off, with the Help window open, so you can perform the steps yourself. Files that you have created are not affected by the QuickDemo.

You can see QuickDemos of the following tasks:

[Copying a graphic from Freelance Graphics into Word Pro](#)

[Using a 1-2-3 range to create a Freelance Graphics table](#)

[Linking a 1-2-3 range to a Word Pro document](#)

[Using an Approach address database for a mass mailing in Word Pro](#)

[Using 1-2-3 data to create an Approach database](#)

[Creating an Approach report from data in a 1-2-3 file](#)

Making travel reservations

You can use the Travel Reservations folder to make travel plans. The Travel Reservations folder contains Travelocity, a SABRE online travel service.

1. Click the Internet drawer.
2. Click the Travel Reservations folder to open it.
3. Click the appropriate icon in the folder to make your flight, car, or hotel reservations.

When you click an icon or a link in the Travel Reservations folder, the linked page displays in your default browser.

{button ,AL(';H_SC_TRAVELOCITY_OVER',0)} [See related topics](#)

SABRE, defined

The SABRE Group is a world leader in the electronic distribution of travel-related products and services and is a leading provider of information technology solutions for the travel and transportation industry.

Step 3: Options

Use Step 3 to specify your Internet connection and how often you would like the folder to be refreshed.

Note It is important to complete the steps in sequence. When you complete the last step, click Done.

Refresh every X minutes

Click the Refresh box and select how often you would like the folder to be updated. Replace X with a number that you specify.

Internet Settings

Enter proxy, http, and port information for your Internet connection in the Internet Settings dialog box. You don't need to do this for each folder, because the Internet Settings dialog box maintains the settings for all of the Internet folders in SmartCenter. For information and help configuring Internet settings, see your system administrator.

If Internet Explorer is installed on your system and you want to change your server and port settings, you cannot change them in SmartCenter. You must change the settings in Internet Explorer. The next time you start SmartCenter, the settings will be automatically updated.

Overview: Travel Reservations folder

The Travel Reservations folder in SmartCenter lets you look up the lowest airfares and make flight reservations through Travelocity, a SABRE online reservation system. Through the SmartCenter link to Travelocity, you can also book rental cars and hotel rooms, arrange for cruises, and more.

Finding your destination and getting there

The Travel Reservations folder contains a link to the MapQuest Map It! service. You can generate interactive maps of street address locations anywhere in the United States, or generate maps for cities, regions, and countries around the world. Map It! can also help you get to your destination by providing driving directions and highlighted route maps for North American destinations.

Note Some of these features may not be available in every market.

{button ,AL(';H_SC_MAKING_TRAVEL_RESERVATIONS_STEPS',0)} [See related topics](#)

Turning off the splash screen

You can turn off the splash screen, so it doesn't appear every time you start SmartSuite.

1. Click Start, and then choose Settings - Taskbar.
2. Click the "Start Menu Programs" tab.
3. Click Advanced.
4. Double-click the Programs folder.
5. Double-click the Startup folder.
6. Right-click SmartCenter, and choose Properties.
7. Click the Shortcut tab.
8. Add a space and "/Q" to the end of the command in the Target box. For example:
C:\lotus\smartctr\smartctr.exe /LEN /Q
9. Click OK.

